




town of  
*Tyngsborough*  
massachusetts  
Annual Town Report 2023







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# In Memorium: Gus Skamarycz (1932-2023)



AUGUST 28, 1932 – OCTOBER 31, 2023

Augustus (Gus) Skamarycz - AKA The Bee Man\*

Gus was born in Gardner, Mass on August 28, 1932. He graduated from Gardner High School in 1951. While in high school he enlisted in the Army National Guard and upon graduation he enlisted in the U.S. Air Force . He was on a C-124 Globe Master as a flight mechanic and travelled the world. He worked on B-29's and B-26's.

Gus served as a mechanic for Eastern Airlines; tested rockets at Pratt & Whitney (United Aircraft); served as a Safety Engineer in cryogenics and later as a fire and safety engineer at Arthur D. Little in Cambridge. Gus was also a firefighter for the Gardner Fire Department.

Gus married the love of his life, Tyngsborough Building Department Administrative Assistant, Peggy (Locke) in 1976. They would have celebrated their 47th wedding anniversary on November 13, 2023. Gus and Peggy moved to Tyngsborough in June of 1977. Gus was very proud of his involvement with the community. He attended every Town Meeting up until the most recent Special Town Meeting in the Fall 2023. From his hospital bed he called Town Manager Colin Loiselle to discuss the articles. Peggy was able to play Town Meeting for him in his hospital room. Gus was very pleased that the Town left an open seat for him at Town Meeting.

For 53 years, Gus' passion was beekeeping and at times he had up to 200 colonies. Gus served on the Tyngsborough Agriculture Committee for many years. Additionally, Gus served on the Charles George Landfill Committee, he helped negotiate the sale of the Kiwanis property, and worked the Tyngsborough precinct 4 polling locations for many years. He was an active member of St. John the Evangelist Church in North Chelmsford serving as an Extra Ordinary Minister of Holy Communion for 30 years. He used his bee keeping hobby to make the Pascal Candle out of pure beeswax for 28 years. Gus was an avid alpine and cross-country skier. He was the forerunner for the North American Races at Cannon Mountain.

Gus will be missed for his candor, dedication, kindness, commitment to his civic duties and love of the Town of Tyngsborough.

It is the sincere hope that every resident will see Gus' example of civic participation and become involved with Town government, committees, or volunteer opportunities and have their voice heard by attending Town Meeting regularly.

*\*Information from Dolan Funeral Home Obituary, Family, Town Records*



Meeting regularly.  
with Town government, committees, or volunteer opportunities and have their voice heard by attending Town  
It is the sincere hope that every resident will see this as an example of civic participation and become involved

of Tyngsborough.

One will be missed for his quietest dedication, kindness, commitment to his civic duties and love of the Town

cross-country skier. He was the patron saint for the North Amherst Race at Cannon Mountain.

keeping books to make the Town Candles out of pine bark for 38 years. One was an avid skier and

North Chatham served as an Extraordinary Minister of Holy Communion for 30 years. He used his bee

honey & pollen for many years. He was an active member of St John the Evangelist Church in

Landfill Committee, he helped negotiate the sale of the 12-acre property, and worked the Tyngsborough

Tyngsborough Association Committee for many years. Additionally, One gave 1 on the Charles George

For 23 years, One's passion for bookkeeping and at times he had up to 200 volumes. One served on the

Meeting

Meeting for him in his hospital room. One was very pleased that the Town left an open seat for him at Town

Meeting had he called Town Meeting. One's family to discuss the matter. Peggy was able to give Town

attended every Town Meeting and made the most recent Special Town Meeting in the Fall 2023. From his

moved to Tyngsborough in June of 1977. One was very proud of his family's commitment to the community. He

in 1976. They would have celebrated their 47th wedding anniversary on November 13, 2023. One and Peggy

One married the love of his life, Peggy (E. name)

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Arthur D. Little in Cambridge. One was also a firefighter in the Tyngsboro Fire Department.

Whitney (United Aircraft) served as a Safety Engineer in Tyngsboro and later as a fire and safety engineer at

One served as a mechanic for Eastern Airlines, tested vehicles at Ford &

involved the world. He worked on H-39's and H-30's.

Force. He was an A-134 State Master as a flight instructor and

Army National Guard and upon graduation he enlisted in the U.S. Air

Garbner High School in 1951. While in high school he enlisted in the

One was born in Garbner, Mass on August 28, 1923. He graduated from

Augustus (One) Skamberg - AKA The Bee Man\*

AUGUST 28, 1923 - OCTOBER 31, 2023



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# Elected Boards & Commissions

## OFFICE

## TERM

### BOARD OF SELECTMEN

Eric C. Eldridge	2024
Katerina Kalabokis	2024
Andrew Michael Moran	2025
Ronald J. Keohane	2026
Ronald L. Schneider	2026

### BOARD OF ASSESSORS

Marie R. Lambert	2024
George L. Gaynor	2025
Ann Marie G. Conant	2026

### BOARD OF HEALTH

Stephen A. Jeannette	2024
Michael-Ryan Roache	2024
Kim E. Dias	2025
Ekow Ambaah	2026
Sheila M. Perrault	2026

### CEMETERY COMMISSIONERS

Edwin R. Derby	2024
Daniel Laforge	2025
Douglas P. Latulippe	2023

### CONSTABLES

Donald W. Desmarais	2024
John R. Pelletier	2024

### FINANCE COMMITTEE

Marie R. Lambert	2024
Ronald L. Schneider	2024
Lawrence G. Clawson, Jr.	2025
Edward L. Smith	2025
Scott M. Pozerski	2026

### HOUSING AUTHORITY

Donald Lampron	Appointed
John R. Pelletier	2024
Brian J. Martin	2025
Allen S. Braun	2026

Submitted by: Joanne Shifres, Town Clerk

## OFFICE

## TERM

### LIBRARY TRUSTEE

Paula M. Flaherty	2024
Mary Allgrove	2024
Julie A. Iatron	2025
Nataliya S. Poto	2025
Ann Marie G. Conant	2026
Joseph F. Del Gaudio	2026

### MODERATOR

Robert L. Kydd, Jr.	2026
---------------------	------

### PLANNING BOARD

David E. Robson	2024
Jeremy Baldwin	2025
Charles F. Doughty, II	2026
Steven P. O'Neill	2027
Kimberly D. O'Brien	2028

### GREATER LOWELL VOCATIONAL TECHNICAL H.S. COMMITTEE

Steven A. Nocco	2026
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### SCHOOL COMMITTEE

Robert L. Mullin II	2024
Dustine Puma	2024
Anthony F. Tinnirella	2024
Danielle M. Athanas	2025
Rebecca Stanton	2025
Jeremy Bowe	2026
Ryan P. McMahon	2026

### SEWER COMMISSION

Darryl A. Wickens	2024
Brian J. Martin	2025
Frederick H. Perrault	2026

### TOWN CLERK

Joanne Shifres	2024
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### TREE WARDEN

Douglas P. Latulippe	2026
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# Select Board

## Select Board

**Eric Eldridge**  
*Chair*

**Mike Moran**  
*Vice-Chair*

**Katerina Kalabokis**  
*Clerk*

**Ronald Keohane**  
**Ronald Schneider**  
*Members*

At the annual election, Ronald Schneider was elected to the Board. Eric Eldridge was elected Chair, Mike Moran was elected Vice-Chair, and Katerina Kalabokis was elected Clerk. Activities occupying much of the Select Board's attention during the year included:

**Grants:** In 2023, the Town of Tyngsborough was awarded over \$2 million in various grants which were issued to our many departments. Town staff have been tremendously successful with grant applications and Town Administration continues to place a heavy emphasis on grant writing when possible.

**Town Meeting:** At the 2023 Annual Town Meeting, the Town considered 25 articles. Included on the warrant was a question about the future of the Winslow School. Article 24 was a CPC appropriation of \$1.5M to demolish the additions to the Winslow School and move the original school house to a different location on the same parcel of land. Article 25 was a funding appropriation to completely demolish the entire building. Article 24 passed and work under this project commenced in earnest in Fall 2023.

**Form of Government Change:** Early in 2023, the Town was notified that its home rule petition to establish a Town Manager form of government was signed by the Governor. The Board worked closely with Counsel and the Town Manager to implement that change according to the wishes of Town Meeting and the Town is already seeing the improved efficiencies.

**Communication:** The Select Board and Town Manager's Office worked diligently in 2023 to expand communication by increasing use of the Town website, social media, the Neighbor to Neighbor, and email alerts. The Board conducted public outreach about specific issues and solicited feedback in multiple forms. This was most helpful in the Board's discussion in late 2023 of public meeting space needs.

**Budget:** In May of 2023, the annual budget was approved at Annual Town Meeting. Through continued stringent fiscal controls and an aggressive strategy to collect back taxes, the Town has maintained an AA+ bond rating. The town took advantage of federal and state funds available to it through ARPA funding to maintain level service and to continue to address unexpected expenses due to the COVID-19 pandemic and to address one-time capital purchases.

**Town Manager:** In Summer of 2023, the Board was notified that Town Manager Matthew Hanson was hired by Bedford to be their next Town Manager. After careful review of all options, the Board unanimously decided to hire Colin Loiselle as its next Town Manager. Mr. Loiselle previously served the Town of Tyngsborough in multiple roles including most recently as Assistant Town Manager. The Board believes Colin not only brings stability to Town Hall today, but provides the vision and leadership for the Town long-term.

The Board of Selectmen extends its appreciation to all Town employees for their hard work during the year. Also, we appreciate the many hours performed by our volunteers on behalf of the Town and its citizens. Our Town would not be the first-rate community that it is without the continued efforts of our employees and volunteers.

Respectfully Submitted,  
Eric Eldridge, Chair



*Eric Eldridge*



*A. Michael Moran*



*Katerina Kalabokis*



*Ronald Keohane*



*Ronald Schneider*



# Town Manager's Office

## Town Manager's Office

**Colin Loiselle**  
*Town Manager*

**Katharine Foster**  
*Assistant Town Manager*

**Jacqueline Schnackertz**  
*Executive Assistant*

In 2023, the Town Manager's Office was hard at work carrying out the policy direction of the Select Board and executing the decisions made by the community through Town Meeting. In addition, the Town Manager's Office provided oversight and coordination for all general government, public safety, and public works departments to ensure that Tyngsborough residents continued to receive the same level of service they have come to expect.

### Some specific accomplishments from 2023 include:

- Managed the transition from a Town Administrator form of government to a Town Manager form of government as approved by Town Meeting. The implementation of this change has increased efficiency while allowing the Select Board to focus on long-range planning, oversight, and policy setting.
- Continued to play a role in the Tyngsborough Middle School Project which is expected to be completed in 2025 and which remains on schedule and aligned with the modified budget approved at Fall Town Meeting in October 2023.
- Worked with the Planning Department to apply for a \$2M MassWorks Grant for a private/public partnership on Kendall Road that will see traffic improvements, new sidewalks, and site improvements at the Highway Department. This grant was awarded to Tyngsborough and is currently being executed.
- Thanks to the hard work of the Tyngsborough Highway Department, the Town of Tyngsborough opened its "Residential Yard Waste" drop off site on Bryant Lane. The new site is open to residents from April to December and accepts all yard waste. This was a big step toward reducing our trash & recycling contract costs & encouraging more environmentally friendly options for yard waste.
- At the direction of the Select Board, the Town Manager's Office coordinated a thorough Request for Proposals project to solicit & award a second Cannabis Retail Facility in Tyngsborough. The selected company is in the construction phase of the new location at 405 Middlesex Road.
- In coordination with all Town-departments, procured supplies and services for more than 35 different contracts that span all departments and industries.
- In 2023, then-Town Manager Matthew Hanson accepted a job as the new Town Manager in Bedford and former Assistant Town Manager Colin Loiselle was hired as Tyngsborough's second Town Manager. Katharine Foster joined the Town Manager's Office from the Town of Lexington as Tyngsborough's new Assistant Town Manager.



*Colin Loiselle*



*Katharine Foster*



# Board of Assessors

## Board of Assessors

**Ann Marie Conant**  
*Chair*

**Marie Lambert**  
*Vice-Chair*

**George Gaynor**  
*Member*

## Department Staff

**Lauren Woekel, MAA**  
*Chief Assessor*

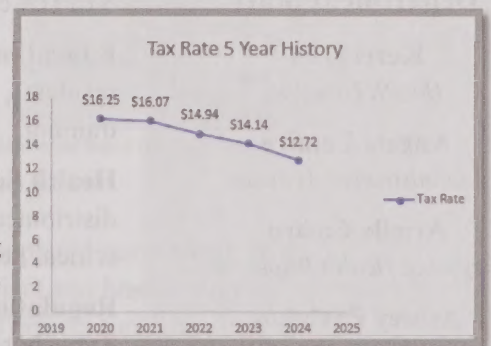
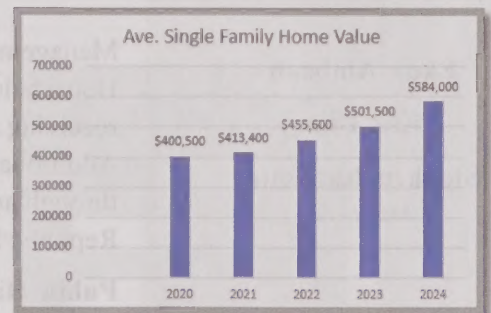
**Evanne Foss, MAA**  
*Assistant Assessor*

The Board of Assessors is responsible for the fair and equitable valuation of all real and personal property in accordance with Mass. General Laws and regulations. Procedures of assessment and appraisal are conducted under the guidance of the Mass. Division of Local Services.

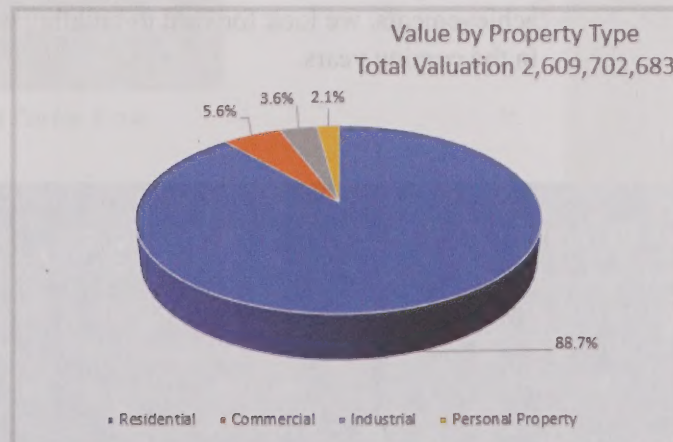
The full and fair value of taxable property for Fiscal Year 2024 is \$2,609,702,683, which is a 16% increase over the prior year. Residential Property represents 88.7% of that value which totals \$2,214,328,927. Commercial, Industrial and Personal Property make up the remaining 11.3%. The average single family home value is \$584,000.

The Assessor's Office is comprised of the Chief Assessor and Assistant Assessor. The department also contracts with a Valuation Consultant to assist with property inspections and commercial/industrial and personal property valuation. During the course of the year, the department conducted the following activities:

- Estimated the market value of over 5,300 properties.
- Physically reviewed approximately 11% of taxable properties, completed phase 5 of our cyclical inspection project.
- Reviewed all building permits in order to update the Assessment database.
- Reviewed 14 Real Estate and Personal Property Tax Abatement Applications, of which, 7 were granted which resulted in a \$664,627 reduction in valuation.
- Administers over 140 personal tax exemptions for seniors and disabled veterans totaling \$113,128.
- Processed Community Preservation Surcharge Abatements totaling \$8,570.
- Processed Senior Tax Work-off Abatements totaling \$21,801.
- Administered the Motor Vehicle Excise Tax, issuing 15,090 bills resulting in \$2,234,356 of income to the Town and processing over 300 abatements if vehicles were sold, junked or registered in another state.



The Board members and staff encourage all residents with questions regarding property tax, exemptions or motor vehicle excise tax to contact us at 978-649-2300 ext. 121, or visit our webpage for more information.





# Board of Health

## Board of Health

**Michael-Ryan Roache**  
*Chair*

**Sheila Perrault**  
*Vice-Chair*

**Ekow Ambaah**  
**Kim Dias**

**Stephen Jeannette**  
*Members*

## Department Staff

**Kerri Oun**  
*Health Director*

**Angela Lemire**  
*Administrative Assistant*

**Arielle Castro**  
*Regional Health Inspector*

**Ashley Pavlakos**  
*Regional Public Health Nurse*

In 2023, the Board of Health engaged in a series of impactful initiatives aimed at enhancing the overall well-being and safety of our residents. The year was marked by a commitment to health, education, collaboration, and environmental sustainability.



**Health and Safety Fair:** The Board collaborated seamlessly with the Fire and Police Departments to organize a comprehensive event, fostering community engagement and awareness.

**Trash and Recycling:** Waste Management Initiatives by the Board of Health involve the successful coordination of Household Hazardous Waste Day, obtaining a \$4,300 grant for a mercury shed, and receiving a \$6,600 award from MassDEP for the Recycling Dividends Program. Additionally, the Board has enhanced its responsiveness to trash and recycling complaints through an online reporting system and improved communication with Republic Services for greater efficiency.

**Public Health Excellence Grant:** The town has secured the Public Health Excellence Grant for the third consecutive year, maintaining its shared service collaboration with NEPHA communities.

**Education and Training:** The Board expanded its offerings of education and training to residents, covering topics such as sun safety, mental health, CPR training, and ServSafe training.

**Health Services:** The Board held clinics for cholesterol, COVID, and flu vaccination and distributed at home test kits to the residents, schools, and local organizations to address critical health needs.

**Regulations Updates:** The Board is working to update the Tyngsborough Well Regulation, ensuring compliance with the latest health standards and safeguarding water quality.

The year 2023 showcased the strength of our community through collaboration, education, and a shared commitment to well-being and sustainability. As we reflect on these achievements, we look forward to building on these successes in the coming years.



*Health Team Staff*

## New Services and Programs

Successfully implemented new and impactful services and programs, enhancing the range and quality of healthcare offerings to the community.

**\$477,556**

Secured in grants to bolster resources for various health and environmental initiatives and programs.

## Health and Safety Fair

Organized a successful health and safety fair, providing a platform for community engagement and education on various health-related topics.



# Board of Library Trustees

## Board of Library Trustees

**Julie Iatron**  
*Chair*

**Ann Conant**  
*Vice-Chair*

**Paula Flaherty**  
*Secretary*

**Mary Allgrove**

**Joseph Delgaudio**

**Nataliya Poto**

## Library Staff

**Kathy Growney**  
*Library Director*

**Chance Lee Joyner**  
*Assistant Director*

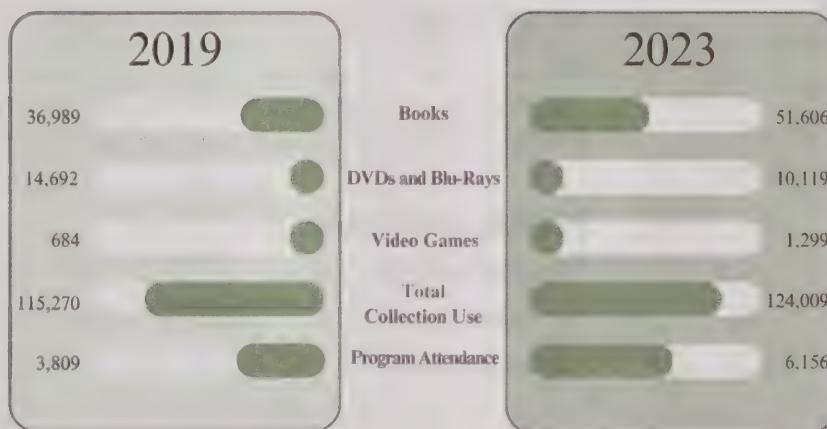
**Sandy Emond**  
*Senior Technician*

**Thomas Tagliavento**  
**Lauren Ordway**  
*Library Technicians*

**Elizabeth Cormier**  
*Children's Librarian*

**Jayne Curran**  
**Kelly Johnson**  
**Brianne Bergeron**  
*Circulation Assistants*

Tyngsborough Public Library is proud of the ways we support and serve our community. In 2023, we accomplished three important goals. First, we reinstated our Assistant Director position, which was cut more than a decade ago due to the 2007-2008 Financial Crisis. Second, we completed the Library's five-year Strategic Plan. We started this project in 2020 but paused during the COVID -19 pandemic. This Strategic Plan allows the Library to apply for Library Service and Technology Act (LSTA) grant funds.



(data from the Massachusetts Board of Library Commissioners Annual Report Information Survey)



*Storytime at Parlee Farm*

Finally, we completed our historic artwork restoration project and hosted a public reception in February. This project took over two years to complete and preserves historic paintings, a map, and a unique needlework piece. These three accomplishments help us better serve all our patrons.

*Julie, Kathy & Chance*

**\$1,198,852**

Money residents saved by using their library card instead of purchasing books\*

\*Savings calculated by using FY23 circulation data and the Library Value Calculator



# Building Department

## Department Staff

### Paul Welcome

Building Commissioner/  
Zoning Enforcement

### Margaret Skamarycz

Administrative Assistant

### Joseph Smith

Wire Inspector

### Kenneth Kleynen

Plumbing & Gas Inspector

To: The Citizens of Tyngsborough:

780 CMR: State Board of Building Regulations and Standards 9<sup>th</sup> Edition, 2015 IRC and IBC with Massachusetts Amendments

## 780 CMR 105 PERMITS

**105.1 Required:** It shall be unlawful to construct, reconstruct, alter, repair, remove or demolish a *building* or *structure*; or to change the *use* or *occupancy* of a *building* or *structure*; or to install or alter any equipment for which provision is made or the installation of which is regulated by this code without first filing a written application with the *building official* and obtaining the required *permit*.

**Rule of Thumb:** Call first to see if you will need a permit. Thank you!

The Building Commissioner, Wire Inspector, and the Plumbing/Gas Inspector submit the following report from **July 1, 2022 to June 30, 2023**.

## Building Department

Building permits	617
Valuation of jobs	\$114,229,296.40
Fees collected	\$ 502,328.10

## Plumbing and Gas Department

Plumbing / Gas permits issued	433
Fees collected	\$ 27,365.00

## Electrical Department

Electrical permits issued	360
Valuation of jobs	\$4,790,997.82
Fees collected	\$43,330.00

Respectfully submitted,

Paul Welcome  
Building Commissioner  
pwelcome@tyngsboroughma.gov  
(978) 649-2300, Ext 112

**\$574,023**

Total Fees Collected

**1410**

Permits issued

**\$119,020,294**

Total Building Valuation



# Capital Asset Management Committee

## Capital Asset Management Committee Members

**Ronald Schneider**

*Select Board*

**Eric Eldridge**

*Select Board*

**Ryan McMahon**

*School Committee*

**Anthony Tinnirella**

*School Committee*

**Scott Pozerski**

*Finance Committee*

In accordance with Article XL of the Town Bylaws, the Capital Asset Management Committee (CAMC) meets to review proposed capital projects and improvements. Capital improvement projects are major, non-routine expenditures for new construction, major equipment purchase, or improvement to existing buildings, facilities, land, or infrastructure with an estimated useful life of five years or more. The committee reviewed and made recommendations to Town Meeting and Town departments, Boards and Committees on appropriations for a wide range of capital expenditures involving highway, public facilities, public safety, and school facility and non-facility requirements. The capital plan, approved at the May 2023 Town Meeting, utilized two funding sources: American Rescue Plan Act (ARPA) and free cash.

Funding Source	Amount
Free Cash	\$200,000.00
ARPA Funding	\$1,450,032.57
<b>Total</b>	<b>\$1,650,032.57</b>

The plan funded the following capital improvements which were vetted thoroughly by the Capital Asset Management Committee and reviewed by the Finance Committee before being approved by Town Meeting.

Bicentennial Field Irrigation	\$ 220,000.00
Police Department Exterior Accessibility	\$ 300,000.00
Council on Aging Accessibility Upgrades	\$ 12,000.00
2023 Roads Program <sup>1</sup>	\$ 200,00.00
Fire Department Ambulance	\$ 150,000.00
Fire Department Station Maintenance	\$ 38,500.00
Highway Dept. Sand Shed Replacement	\$ 120,000.00
Highway Dept. Additional Garage Bays	\$ 450,000.00
Town Website Redesign	\$ 26,861.00
Police Dept. Ballistic Shields & Non-Lethal	\$ 24,737.00
Police Dept. Building Surveillance <sup>2</sup>	\$64,800.57
Police Department FOB Access Project	\$ 16,300.00
Police Department IT & Server Room HVAC	\$ 26,834.00
<b>Total</b>	<b>\$ 1,650,032.57</b>

<sup>1</sup>The FY2023 capital funding for the 2023 Roads Program was put on hold because the Town was unable to certify free cash <sup>2</sup>In addition, the Police Department requested a modification of their original request for a new building surveillance system to a new cruiser.



# Cemetery Commission

## Cemetery Commissioners

**Douglas Latulippe**

**Edwin Derby**

**Dan Laforge**

Greetings:

It is the mission of the Tyngsborough Cemetery Commission to maintain the five Cemeteries in Town, The Drake Cemetery, Flint Cemetery, Memorial Cemetery, Sherburne Cemetery and the Thompson Cemetery.

The Chairperson coordinates burials with the Town Clerk, and the Funeral Directors and plot owners. During 2023 the Cemetery Commission sold twenty three graves and handled thirty five burials.

Over the next few years we will be analyzing the need for opening another section in the Memorial Cemetery. The Commissioners are elected officials, serving three-year terms. The terms are staggered to ensure the commission has experienced members on board at all times.

There is currently one vacancy on the Commission. Interested applicants should reach out to the Office of the Select Board by calling 978-649-2300 x100.

Special thanks to staff Steve, Bob, Woody and Scott. Additionally, thank you to Brad Biscornet and Pam Russell for their work on our veteran's recognition with Wreaths Across America.

Respectfully submitted,  
Douglas Latulippe





# Commission on Disability

## **Commission on Disability Members**

**Paul Winchester**  
*Chair*

**Leanne Winchester**  
*Vice-Chair*

**Karen Wolf**  
*Clerk*

**Richard Howe**  
**Rae Ann Jacek**  
*Members*

The Tyngsborough Commission on Disability (COD) is a five-member board appointed by the Tyngsborough Select Board. Members consist of persons with a disability, family members of a person with a disability, and an appointed official.

The purpose of the Commission on Disability is to coordinate and implement programs designed to meet the needs of individuals with disabilities, of all ages, in coordination with the Massachusetts Office on Disability, research and identify local concerns that may impact accessibility for individuals with disabilities; advise and assist municipal officials and employees in ensuring compliance with state and federal laws; review and make recommendations to new or existing policies, procedures, services, activities, and facilities of departments, boards, and agencies of Tyngsborough that may affect individuals with disabilities; provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disabilities; and coordinate activities of other local groups organized for similar purposes.

The Commission on Disability meets on the second Monday of the month. Subject to the open meeting law, the COD maintains records of its meetings and actions. Meeting information can be found on the Town's website under Boards and Committees, Commission on Disability.

### Highlights:

- The Town recognizes former Chair, Jack Trottier, for his dedication and pivotal role in the founding of the Commission on Disability and advocacy for persons with a disability.
- Two funding requests were approved for FY2025 by the Capital Asset Management Committee to complete a parking lot redesign at the Police Station and accessibility enhancements at the Council on Aging as recommended by the 2021 Transition Plan & Self-Evaluation. Both projects are in progress and slated to be complete in the Spring of 2024.
- In an effort to promote new and diverse membership, the Commission is looking to find ways to encourage greater participation by changing meeting times and getting an unrepresented segment of the community engaged.

The COD aims to increase accessibility for any member of the public who seeks special accommodations in accordance with the Americans with Disabilities Act. If you require accommodations, please contact Katharine Foster at (978)743-5339 or email [ada@tyngsboroughma.gov](mailto:ada@tyngsboroughma.gov). Please note, while every attempt will be made to provide reasonable accommodations, the COD asks that requests be made with as much advance notice as possible. Some requests, specifically for communication access, may require a two-week notice beyond the control of the Town.<sup>1</sup>

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<sup>1</sup> The Massachusetts Office on Disability (MOD) works to ensure the full and equal participation of all people with disabilities in all aspects of life by working to advance legal rights, maximum opportunities, supportive services, accommodations, and accessibility in a manner that fosters dignity and self-determination. <https://www.mass.gov/orgs/massachusetts-office-on-disability>.



# Community Preservation Committee

## Community Preservation Committee Members

**Edward Smith**

*Conservation Committee*

**Ryan McMahon**

*Recreation Commission*

**Larry Clawson**

*Finance Committee*

**Warren Allgrove, Jr.**

*Historical Commission*

**Chaz Doughty**

*Planning Board*

**John R. Pelletier**

*Housing Authority*

**Joelyn Riley**

**Kenneth Times III**

**Guy Denommee**

*Citizens at Large*

The Community Preservation Act (CPA) was passed in Tyngsborough in May 2001. The Act requires that a Community Preservation Committee (CPC) be formed to investigate the preservation needs of the community and make recommendations to Town Meeting for use of the CPA funds. CPA monies are raised by a community-wide real estate property surcharge of 3%. The State will provide matching funds to the extent that it has collected through the state registry of deeds. This program is a terrific way to put monies into a savings account for the ability to make Tyngsborough a better community and with state matching is an added bonus.

In 2023, the CPC made the following appropriations:

<u>Reserves</u>	<u>Amount</u>
Reserve for Historic Preservation	\$ 100,000.00
Reserve for Affordable Housing	\$ 100,000.00
Reserve for Open Space	\$ 100,000.00
<b>FY 2024 Budgeted Reserve</b>	<b>\$ 300,000.00</b>

<u>Appropriations</u>	<u>Amount</u>	<u>Fund Category</u>
Lake Massapoag Weed Control	\$3,500	Open Space and Rec
Flint Pond Weed Control (1-time sonar)	\$25,000	Open Space and Rec
Winslow Waterfall Grant Match	\$200,000	Open Space and Rec
Sherburne Road Open Space Amenities	\$800,000	Fund Balance
Winslow Waterfall Grant Match	\$50,000	FY24 Receipts
AARP Livable Communities Grant Match	\$25,000	FY24 Receipts
Lake Mascuppic Weed Treatment	\$7,000	FY24 Receipts
Administrative Expenses (5% Allowance)	\$50,000	FY24 Receipts
Debt Service (First Parish Year 3/10)	\$244,875	FY24 Receipts
Debt Service (Old Town Hall Year 6/10)	\$75,774	FY24 Receipts
Debt Service (Old Town Hall Year 6/10)	\$118,926	Historic Preservation
Winslow School Preservation Project	\$1,500,000	Undesignated Fund

**Total CPC Appropriations                      \$ 3,400,075**

At the May 2023 Annual Town Meeting, Town Meeting voted to allocate \$1,500,000 to preserve the core building of the Winslow School, restore the exterior, and relocate the core building on the site to be closer to Winslow Road. This project entered the design phase in Fall of 2023 and is expected to be in the construction phase by Fall 2024.



# Conservation Commission

## Conservation Commission Members

**Ed Derby**

*Chair*

**Joseph Kablik**

*Vice-Chair*

**Bruce Schofield**

**Ed Smith**

**Linda Bown**

**Patrick Mical**

**Enrica DePascale**

*Members*

**Jason Mello**

**Vacant**

*Associate Members*

## Department Staff

**Emilie Brush**

*Conservation Director*

**Pam Berman**

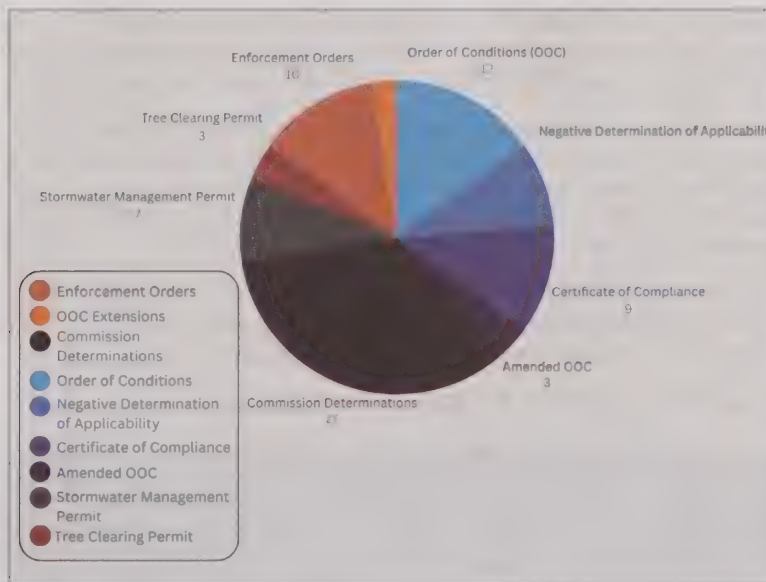
*Land Use Administrative Assistant*

The Conservation Commission focused on many different aspects during our 2023 fiscal year. Their goals were focused on improving the open space parcels, forming the Tyngsborough Land Trust and creating a new Bylaw that regulates the use of aerators in the Town's lakes and ponds.

The Commission:

- Permitted over 70 applications including Orders of Condition and Stormwater Management Permits.
- Revived the Rain Barrel Program with collaboration from the Dunstable and Pepperell Commissions. Over 70 rain barrels were sold to residents of Tyngsborough, Dunstable and Pepperell.
- Submitted a new Aerator Use Regulations Bylaw at the Spring Town Meeting.
- Hosted two college interns to help further their knowledge and experience in the environmental field.
- Planted a variety of beautiful species along the Long Pond Shores (Camp Kiwanis) driveway as part of the Commission's Annual Trail Day.
- Accepted a donation to the Sherburne Nature Center Property from a local family who donated a park bench in memory of their mother.

The college students that interned with the Conservation Department this past summer were tasked with organization of all the open space parcels given to the Conservation Commission. This organization helped filter out old documents and assess the needs of each parcel for the future. One key goal was to establish which properties needed to be re-surveyed so Conservation Boundary markers could be installed as the first part in establishing structure to each parcel. Each intern also helped design, create and order new trail signage from basic Tyngsborough conservation land identifiers to wildlife preservation reminders.



With the help from the Conservation Commission, the Tyngsborough Land Trust was established. A Land Trust is a community-supported nonprofit whose mission is to preserve the natural resources and special places in Tyngsborough. Through the Tyngsborough Land Trust, landowners are able to permanently conserve land for future generations and the integrity that each parcel has to offer.



# Council on Aging

## Council on Aging Board Members

**Patricia Pontbriant**  
*Chair*

**Beverly Rudeen**  
*Secretary*

**Robert McCarthy**

**Beatrice Stankard**

**Patricia Quinn**

**Charlene Muscato**

**Rose Mitchell**

**Margaret Reppenhagen**

**Sharon DiSalvo**

**Dianne Larose**

**Joanne Kalabokis**

## COA Staff

**Barbara Roche**  
*Director*

**Tracy Pecora**  
*Administrative Assistant*

**Raeanne Bowden**  
**Rachel Gray**  
*Meal Site Coordinators*

**Charlene Muscato**  
*Outreach Coordinator*

**Laura Roy**  
*Program Coordinator*

The Tyngsborough Council on Aging is a respected leader and trusted partner to help people aged 60+ meet the challenges of aging. We partner with resources within the community to provide innovative programs, services and advocacy. The mission is to advocate for an improved quality of life for all seniors through supportive services, programs, events, and education and also to identify and assess the health, economic, social and cultural needs of seniors. Our primary goal is to link needs to resources. According to the US Census, the elder population (age 60 years and older) in Tyngsborough was over 3,000 in 2020. The US Census numbers determine the amount of funding that we receive from the Commonwealth of Massachusetts through the annual Formula Grant.

### Who came to the Center in 2023?

- 63% from Tyngsborough 37% from other towns
- The service population is approximately 78.2% female, 21.8% male

### Impact:

- Total number of visitors is 554, up 7%; the percentages of Tyngsborough residents went down with more out of towners joining us for our many activities/programs.
- Recreation/Socialization: 4,261 attended various events here at the center.
- Services: The number of seniors who requested outreach services including SNAP, Fuel Assistance, Housing Assistance, Food Assistance and any additional support has been steadily growing.

**Affiliate and supporting agencies:** AgeSpan (formerly ESMV), Tufts of Greater Lowell, Inc., Community Teamwork, Inc. (CTI), AARP, and Lowell Regional Transit Authority (LRTA). We offer a variety of programs and presentations to elders that improve communication and provide information from town departments such as the Fire Department, Police Department, Assessors Office, Veterans Office, Highway Department, Town Administration and Select Board; as well as the Sheriff's Office, our State Legislators and the Middlesex County District Attorney.

As the aging population continues to grow, there is a heavier reliance on the Center in the role of a social service agency. The Center continues to operate with minimal staff every year and is heavily reliant on volunteers. The Center also offers referral services to non-seniors as a social service agency for the town.

The Center is staffed with a full time Director of Elder Services and Administrative Assistant; Meal-site Coordinator 10 hours per week and a custodian for 15 hours a week. These are the only town appropriated positions. The other positions that are grant funded include: a part time program coordinator, a part time outreach coordinator, and four part time van drivers.

**Goals of the Council on Aging for 2024:** Focus on reaching out to the younger seniors; provide more critical programs and services and implement programs that will improve safety for the elder population; create new programs that will attract new seniors to our center. Offer services/ education to our residents regarding navigating the system for services for aging partners and/or parents.

Currently, the town provides approximately 43% of the total annual operating expenses necessary to run the senior center. We rely heavily on grants, volunteers and donations. We thank the citizens of Tyngsborough for your continued support.

Respectfully submitted by: Barbara Roche, Director

**11,564**

Meals on Wheels delivered

**2744**

Rides Provided

**10,000+**

Volunteer Hours



# Cultural Council

## Cultural Council Members

**Barbara Monleon**  
*Chair*

**Patricia McLaughlin**  
*Treasurer*

**Tamara Adams**  
*Secretary*

**Sharon Delmore**

**Rachel DeCarteret**  
*Members*

Greetings, fellow residents:

It is the mission of the Tyngsborough Cultural Council (TCC) to promote excellence, access, education and diversity in the arts, humanities, and interpretive sciences in order to improve the quality of life for all Tyngsborough residents and to contribute to the economic vitality of the Tyngsborough community through the re-granting of public monies awarded to the TCC by the Massachusetts Cultural Council (MCC).

The Tyngsborough Cultural Council is an agent of the Massachusetts Cultural Council, which receives funding from the Massachusetts Legislature and the National Endowment for the Arts. Distributions are based on a local aid formula devised by the state and are not determined by the individual municipality. The \$8,700.00 annual grant allotment awarded for 2024 was distributed to very worthy individual grant applicants. It is our hope we can count on continued support and participation in the process and programs that have been granted funding for future enhancement of our town.

The Cultural Council meets the needs of Tyngsborough residents throughout the year. As in past years, cultural services and on-going activities continue to be available to Tyngsborough residents.

The Current Council is looking forward to holding a Community Event with entertainment to be provided by a grant recipient. The event will be free and open for all to attend.

As of this writing, the council has approved the cultural grants for the current grant cycle, allowing the funded applicants to move forward and begin the process for which they have been awarded. Grantees have received extensions through June 30<sup>th</sup> to complete their projects due to Covid 19.

The challenge for the Tyngsborough Cultural Council is to advocate for cultural arts and humanities and appropriate the funding for the programs upon completion.

We wish to thank all the former Tyngsborough Cultural Council members who provided the service and volunteer hours prior to the appointment of the current Tyngsborough Cultural Council, and recognize their dedication and hard work.

Furthermore, the former and current Tyngsborough Cultural Council and the grant applicants serve to remind us all there are numerous ways that individuals working together can enhance public services, in this case, arts and humanities. Indeed, we wish to thank all of you.

Respectfully submitted,  
Barbara Monleon, Chair



# Engineering Department

## Town Engineer

Jacob Zwicker, P.E.

The Engineering Department is responsible for the planning, design, engineering and construction administration of all projects involving the rehabilitation, maintenance, and construction of Town-owned assets. These assets include all stormwater/drainage infrastructure, roadways, sidewalks, bridges, and dams. The Engineering Department provides a wide range of assistance to other Town departments, which includes technical support, design, and review of various development projects.

### Street Improvements

The Town of Tyngsborough has approximately 81 miles of Town-owned roadway. The Engineering Department is responsible for the planning, managing, rehabilitating all town-owned infrastructure along these streets. (e.g. pavement, drainage, culverts, sidewalks, and etc.) The Engineering Department continues to explore innovative strategies to help improve the Town's infrastructure.

This year the Engineering Department performed full-depth reclamation roadway treatment along Patriot Road and Descheneaux Lane. The Engineering Department designed, procured, and managed the construction of this project. The project rebuilt over 1 mile of roadway, replaced just under a mile of sidewalk, reset 2 miles of granite curbing, and made isolated drainage repairs.

### Stormwater

**NPDES MS4 Stormwater Permit-** The National Pollutant Discharge Elimination System (NPDES) for Small Municipal Separate Storm Sewers (MS4) General Permit is a jointly issued permit by EPA and DEP authorizing communities to discharge their stormwater from their MS4. Communities are federally mandated to meet the terms and conditions of their permit. At the end of each permit year the cities/towns must submit an annual report outlining compliance with the permit.

The Town of Tyngsborough submitted the year 5 annual report highlighting that the Town has successfully maintained its compliance with the permit. The year 5 permit requirements included continued dry-weather outfall screening for those not screened last year, perform IDDE investigations, and continue building out the Town's GIS mapping infrastructure.

### Grants

The Town of Tyngsborough was awarded a Culvert Replacement Municipal Assistance Grant in the amount of \$74,000.00. The scope of this grant focused on the data collection and preliminary engineering for two failing culverts. One culvert is located on Red Gate Road and the other is on Dunstable Road. These two culverts convey North Meadow Brook which is a tributary of Bridge Meadow Brook.

**\$74,000**

Grant Funding Received

**95%**

Town wide outfalls mapped & screened for NPDES compliance

**\$410,000**

Completed Drainage Improvements



# Engineering Department, cont.

## Special Projects

**Lower Flint Pond Dam Pedestrian Bridge Project** – The Town of Tyngsborough received a Housing Choice Grant and a State earmark totaling \$330,000.00 to fund a project to make enhancements to the Town Center. The Engineering Division has assisted the Town Manager's office with the design and construction oversight of the Lower Flint Pond Dam Pedestrian project. The project consists of installing an ADA pedestrian route that leads pedestrians across a low-lying area just downstream of the dam for the lower Flint Pond. The pedestrian route consists of paved surfaces, an elevated timber boardwalk, and a prefabricated steel bridge. The project will also include a timber deck just north of the pedestrian bridge.

**Chestnut Road Emergency Culvert Replacement**- The Engineering Department performed an emergency procurement to replace a collapsed culvert beneath Chestnut Road. During one of the significant rain events that occurred this year, an existing metal culvert collapsed. This caused the roadway to be undermined and exposed natural gas infrastructure. The Engineering Department procured construction services and replaced the culvert over the course of 3-days.

**Tyngsborough Police Station Parking Lot Project**- This project consists of making significant enhancements to the existing parking lot with a focus on ADA accessible upgrades, installing Low Impact Development features to maintain NPDES compliance, and connecting the police station to town sewer. The new design will also increase the number of overall parking spaces. To keep costs down, the design of the project was completed by the Engineering Department.



*Chestnut Road Emergency Culvert Replacement*



*Start of Lower Flint Pond Pedestrian Bridge Project - Completion expected Summer 2024*



# Finance Committee

## Finance Committee

**Larry Clawson Jr.**

*Chair*

**Marie Lambert**

*Vice-Chair*

**Scott Pozerski**

*Clerk*

**Ed Smith**

**Stan Kosidlo**

*Members*

Finance Committee's responsibilities are set forth under Massachusetts General Law Chapter 39 § 16. This section states: "Every town whose valuation for the purpose of apportioning the state tax exceeds one million dollars shall, and any other town may, by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the town; and such by-laws may provide that committees so appointed or elected may continue in office for terms not exceeding three years from the date of appointment or election".

In every town having a committee appointed under authority of this section, such committee, or the selectmen if authorized by a by-law of the town, and, in any town not having such a committee, the selectmen, shall submit a budget at the annual town meeting.

The Town of Tyngsborough Finance Committee is the financial watchdog for the town. The five member board is elected by the residents and members serve a three year term.

The Finance Committee helps balance our town's needs and desires for great schools, dependable emergency services, maintained roads, available recreation for all ages and etc. against the task of keeping our budget balanced and our taxes reasonable.

Finance Committee members are generally actively serving on other boards such as The Community Preservation Commission and The Capital Assets Management Committee. Through our process of sharing this information and combining it with our experience living in Tyngsborough, we generate an opinion on all warrant articles for the fall and spring town meetings.

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<sup>1</sup> Massachusetts General Law Chapter 39 § 16



# Fire Department

Fire Chief: Wes Russell  
 Business: 978-649-7671  
 Emergency: 911  
<http://www.tyngsboroughfire.com>

The Fire Department provides 24hr Emergency Fire, Rescue, and Emergency Medical Services to the community through a combination of full-time, part-time, and on call staffing. Some highlights this past year include:

- Total responses in 2023 increased 9.6% over the previous year
- Ambulance transports increased 9%
- Ambulance revenue in FY23 contributed \$56K to retained earnings
- We had two Recruits complete their training at the Massachusetts Firefighting Academy
- Lt. Brad Biscornet was promoted to Captain, commensurate with the role he has been filling for several years.
- Successful implementation of the infant/child car seat instruction program
- Completed Phase 1 of upgrade to Self-Contained Breathing Apparatus (SCBA)
- New Rescue Boat obtained through a State grant was put in to service



*Captain Brad Biscornet*

## Fire Department Responses 2023

Total Responses	1,863
Ambulance Responses	1,382
Transports	942
Building Fires	5
Multiple Alarm Fires	1
Motor Vehicle Fires	8
Outside Fires	7
Other Fires	1
Hazmat /other Hazard	37
False Alarms	282
Mutual Aid	33
Other Responses	254

## Fire Prevention Activity 2023

Certificate of Inspections (Annual)	48
Certificate of Occupancy	14
Energy Storage Systems	9
Fire Alarm System	44
Fire Suppression System	38
Firework Display	2
Flammable / Combustible Storage	7
Food Trucks	28
Hot work/welding	56
Oil burner/Tank installation	28
Open Burning	118
Propane tank installation	29
Smoke /CO detector inspection	377
Solar (Rooftop/ground)	54
Tank removal	9



*Rescue boat on Mascuppic Lake , Tyngsborough*



# Highway Department

## Department Staff

**James Hustins**  
*Senior Foreman*

**Michael Bergeron**  
*Working Foreman*

**William Lannan**  
*Working Foreman*

**William Wilson**  
*Equipment Operator*

**Thomas Feeney**  
**Corey Robinson**  
**Raymond Reekie**  
**Trevor Cecere**  
**Jacob Coutu**  
*Skilled Laborers*

**Shaun Keegan**  
*Skilled Maintenance*  
*Craftsman*

**Sue Thompson**  
*Highway Clerk*

The Tyngsborough Highway Department maintains the safety and quality of more than 81 miles of road in town. We are on call 24 hours a day, 365 days a year. Some of our responsibilities include:

- Paving
- Plowing/sanding
- Repairing potholes
- Clearing catch basins and storm drains
- Maintaining town beach
- Lawn maintenance at various town sites
- Coordinating with Board of Health regarding waste and recycling projects
- Assisting Recreation Dept with town events - Block Party and Festival of Trees

### 2023 Highlights include:

1. Completed Town Yard Waste Drop Off Area
2. Recycle Center—Containers for cardboard, scrap metal, textiles, compost, and new mercury shed aligned at Highway entrance for convenience of residents
3. Completed, in coordination with Engineering Department, the Road Improvement Projects of Patriot Road, Palomino neighborhood, and Descheneaux Lane



*Yard Waste Drop-Off site located on Bryant Lane across from the Town Hall/Library*



*Yard Waste Drop-off Center*



*Recycling Center located at Highway Garage,*



# Historical Commission

## Board Members

**Warren Allgrove Jr.**

*Chair*

**Marie Lambert**

*Vice-Chair*

**Robert Kydd**

**Jill Bowen**

**John Bowen**

**George Dupras**

**Susan Morey**

*Members*

**Vacant**

*Alternate Member*

The Commissioners are pleased to report progress on preservation, and protection of historical and archeological assets of the town.

The commission identifies, validates and seeks to protect Tyngsborough significant historic resources. Further, it engages in community wide historic preservation planning, maintains a document inventory of the town's historic structures, landmarks and sites, and pursues projects that promote the awareness of, and appreciation for the town's historic resources.

The Littlefield Library was outfitted with a new front door that is appropriate to the era of the building.

A second and original inner door was reinstalled, The funds for these upgrades were part of a grant from the Massachusetts Historical Preservation. Future upgrades to the library will address the handicap access to the building and the existing restroom. Upgrades to make the basement available for use have been discussed. The building was open to the public as part of the annual Festival of Trees celebration.

The commission is looking forward to clearing the area around Ferry Landing to enhance the view from the Winslow School and Littlefield Library complex.



Littlefield Library - Established with a gift from Lucy Swan Littlefield and additional funds from the Town. The building was erected in 1905.

Winslow School - First began as "the Winslow Academy". The building currently in the town center was first built in 1892.



First Parish Meeting House - Built in 1836 this building has been restored and is currently used for weddings, special events and town events.



Photographs and information from the Tyngsborough Historical website [tynghistoricalcommission.weebly.com](http://tynghistoricalcommission.weebly.com)



# Human Resources

## Human Resources Director

Brigette Bell

The HR Department has onboarded 27 new staff members in 2023 including FT, PT and volunteer employees. The department also assisted in the processing of 54 School Employees. With the help of a Senior Tax Work Off Volunteer, the HR Department was able to digitize most of its employment forms. This helped to make the onboarding process more efficient and timelier.

The HR Department continues to focus on the retention through programming paid for in part through our Wellness Grant. We had our first all staff Training and Development session in November. In that training, we recognized Board of Health employee, Angela Lemire, with our first annual TEAMS Award.

The HR Department continued to cultivate its robust Wellness Programming for ALL staff. With the help of the Wellness Committee, we coordinated free onsite programming to include the following: Strength Training, Financial Wellness, Kickboxing, Diabetes Awareness, Tai Chi, Mindfulness, Barre and Yoga. At our annual Health and Wellness Fair, we had 11 vendors available to our staff for information about various health and wellness plans.

We coordinated two open enrollments for active and retired employees in April and October. During our Retiree Open Enrollment, we introduced an additional more affordable supplemental health insurance plan to our eligible retirees. We were able to apply for and be awarded a \$15,000 Wellness Grant through MIIA. With those grant funds we were able to coordinate onsite training, healthy snack deliveries for staff, exercise equipment and incentives for program participation.

In 2023, we worked with our MIIA Risk Management Team to evaluate areas of need for the Town and Schools. Along with School and Town Public Safety Leadership, we were able to review over 52 incident reports and analyze areas of opportunity to focus our training efforts on. On site training was coordinated for our Highway Department staff and our School Maintenance/Custodial staff to promote safe working methods. We were granted a \$10,000 Risk Management Grant to procure a Light Tower for the Highway Department. That equipment will help keep our staff and residents safe in the events of road work after dark.





# Information Technology

## Department Staff

**Thomas Laflamme**  
*IT Director*

**David Wilder**  
*IT Support Technician*

### Mission Statement

The mission of the Technology Department is to provide critical services for all Town departments (excluding the School Department) as well as strategic direction on technology issues. In addition, the Technology Department will continue to lead technology innovation initiatives, while responsibly managing the Town of Tyngsborough's technology resources and maintaining the highest level of reliable service to the community.

### Vision Statement

The Technology vision of the Town of Tyngsborough is to utilize technology to optimize workforce efficiency and improve service levels to staff and residents.

During 2023, the Technology Department continued supporting the full implementation of MUNIS with the addition of the sewer billing process. This milestone represented the completion of the financial systems migration. With the migration completed, the Technology Department will shift our focus to helping these departments find efficiencies in the processes that are used.

In addition to assisting other departments, the Technology Department undertook several initiatives of its own. Some of these are as follows:

- **Website Redesign** – This was a collaborative project with the Media Department and Administration. The 2023 accomplishments included evaluation and selection of a vendor, approving design concepts, and reviewing initial data migration. The new website is due to launch in early 2024.
- **Technology Assessment** – An internal assessment of the existing technology being used and supported by the Town was completed. The results and recommendations will be presented to the Select Board in early 2024.
- **Police Department Domain** – A project was undertaken to separate the Police Department users and Computer into a separate domain environment to enhance the security of the Police network and data. This coincided with replacement of some older servers and was completed with minimal vendor support.
- **Managed Antivirus** – The technology department moved all Town workstations and servers to a managed threat detection and response model for antivirus. This added an additional level of protection for our devices.
- **Redundant Internet Connections** – Utilizing existing connections at Town Hall and the Police Department and the existing fiber optic network, the Technology Department was able to establish redundancy for critical services at all Town buildings.
- 400 helpdesk tickets \* (does not include direct contacts such as walk-ins, phone call, or direct email/text message)



Respectfully Submitted,  
Tom Laflamme, IT Director  
978-649-2300 x140  
tech@tyngsboroughma.gov



# Media Department

## Department Staff

**Rony Camille**  
Media Director

**Karen Wolf**  
**Raquel Ruiz**

Media Production Associates

Visit [Tyngsborough Media.com](https://www.tyngsboroughmedia.com) for a full list of contributors and comprehensive meeting coverage hours.

### Media Department Mission Statement:

*"Collaborate with the local government, empower community members, and assist non-profit organizations in creating broadcast programs that foster a sense of community. We aim to celebrate individual expression, highlight local achievements, facilitate learning, encourage cultural exchange, and promote civic engagement. Our platform serves as an informative hub for viewers and users, and we invite all community members to participate actively by learning, volunteering, and contributing to the democratic process - a cornerstone of our democracy."*

### Overview:

For nearly 25 years, Tyngsborough's Media Department has played a vital role in the community, offering comprehensive coverage of municipal meetings, town events, and tailored programming for the growing population and business community. Annually, we broadcast an average of 750 to 800 hours of municipal regulatory board meetings, ensuring transparent and informed public discourse.

### Key Highlights from 2023:

#### Rebranding:

In March 2023, we underwent a significant rebrand, shifting from "Tyngsborough TV" to "Tyngsborough Media." This change emphasizes our presence not only on local cable television but also on other platforms, including online and Smart TV devices like Roku, Amazon Firestick, and Apple TV. We're also accessible through mobile applications on the Apple and Google Play stores.

#### Community Collaborations:

In 2023, we collaborated on impactful community outreach projects, such as the "Today I Died: Mock Crash at Tyngsborough High School," produced in partnership with Rony Camille, Media Director, Tyngsborough Police Detective Bethany Bonczar, and April Pelletier, Tyngsborough Public Schools. This campaign aimed to illustrate the severe consequences of drinking and driving.

#### Informative Videos:

We produced informative videos like "Tyngsborough's Form of Government," created by Kayda Chan, a Summer 2023 intern, and Raquel Ruiz, a Media Associate. These videos highlight different branches of municipal government.

#### Event Coverage:

Our coverage extended to events like the "2023 Tyngsborough Party-By-The Bridge Block Party," Wreaths Across America, Pre-Town Meeting Informational Sessions, Annual, and Fall Special Town Meetings.

#### Workflow Improvement:

In December 2023, we enhanced efficiency by overhauling the master control area in the Town Offices.

#### Podcast Expansion:

Lastly, we expanded into the podcast audio space, introducing the Tyngsborough Town Manager's report in audio format on Spotify or, wherever you like to listen to podcasts with plans to release more podcast series in 2024.

We express our sincere gratitude to everyone who supported and participated in our initiatives in 2023. Looking ahead, we remain committed to our mission and supporting the people of Tyngsborough. Residents, non-profits, and business owners are invited to explore opportunities to produce television, create content, and contribute to Tyngsborough Media.

# Planning Board

## Board Members

**Steven O'Neill**  
*Chair*

**David Robson**  
*Vice-Chair*

**Chaz Doughty**

**Kim O'Brien**

**Jeremy Baldwin**  
*Members*

## Department Staff

**Eric Salerno**  
*Town Planner*

**Pamela Berman**  
*Administrative Assistant*

As the economy endured threats of a recession and interest rate hikes of 2023, the Planning Board continued its service to the community throughout the year. The Board held 18 public meetings and provided guidance to applicants and the community through oversight of the special permit process, plan reviews, and zoning amendments to support the growth and character of the Town.

The Board held public hearings for a variety of new and in-progress projects including:

- 93 Kendall Rd. Industrial Development Site Plan Review – Approved
- 18 Progress Ave. Marijuana Manufacturing Special Permit – Approved
- 250 Pawtucket Blvd. Expansion of Greater Lowell Tech. Special Permit – Approved
- 45 Middlesex Rd. Business Use Special Permit – Approved
- 405-409 Middlesex Rd. Marijuana Retailer Special Permit – Approved
- 7 Mustang Rd. Temporary Independent Living Quarters – Approved
- 440 Middlesex Rd. Adjustment to Building Footprints – Approved
- Modification of the architectural plans for the Sherburne Ave Apartments – Approved

The Board endorsed 3 Approval Not Required (ANR) plans and accepted 3 As-Built Plans for projects at 0 Westech Dr., Farmers Way, and 426 Middlesex Rd.

The Planning Board was pleased to receive the Attorney General's Office approval of the recodified bylaw (passed Oct. 2022) with some exceptions/recommendations being addressed with proposed amendments. The Board also presented four zoning bylaw amendments to Town Meeting in May 2023 including:

- Amendment to separate Special Permit and Site Plan Review Processes (Passed)
- Amendment to address Split Zoned Lots in non-residential districts (Passed)
- Amendment to address Electronic Message Sign use by educational institutions (Passed)
- Amendments recommended by FEMA to the Floodplain Bylaw (Passed)

After completing their work on the May 2023 amendments, the Zoning Review Committee (ZRC) met 11 times throughout the year and worked closely with NMCOG to develop zoning language and district areas to comply with Section 3A of Zoning Act (Chapter 40A of MGL), commonly known as the MBTA Communities legislation. The committee will continue to meet regularly to make recommendations for improvements to the Zoning Bylaw.

In September, the Planning Department was pleased to receive notification that the Town was awarded \$2,000,000 in economic development grant funds from MassWorks to support development along Kendall Rd. Kendall Rd. will be widened, the Park and Ride expanded, and the Highway Department will have improved access and increased usable area resulting from the creation of a new roadway that will also lead to 400k s.f. of industrial development.



# Police Department

Submitted by Richard D. Howe, Chief of Police

To the Town Administrator, Select Board & residents of Tyngsborough, I submit my annual report. This report is intended to give you a brief overview of the Police Department for the calendar year of 2023.

We are proud to have continued to expand our focus on mental health, substance abuse and domestic violence. In 2023 we expanded our efforts by creating a community outreach team comprised of Detective Bethany Bonczar and Clinician Rachel Beers from our Behavior Health Unit. They provide co-response and critical follow-up on calls for service with residents in need, and were very active throughout the year. As a reminder, the Tyngsborough Police Department is part of a five member Police Department collaborative which provides our community with 24-hour access to clinicians who can assist those in need of mental health and substance abuse counseling and other services.

We also continue to emphasize our commitment to community policing initiatives such as “Operation Copsicle”, for which we were featured in National Police Magazine. <https://www.police1.com/community-policing/articles/photo-of-the-week-we-all-scream-for-operation-copsicle-2k4eZLLs7PpiE3rW/>

In addition, we took part in the annual Trunk or Treat, Public Safety & Health Day, as well as provide marine patrols of our waterways, particularly Lake Mascuppic. A special thanks once again to the Lake Mascuppic Association for the donation of our boat in 2021, which kicked off this great program. In addition to a Marine Patrol, we also have a motorcycle unit and bicycle unit which

add significant value to our community and serve us well at community events such as the annual block party. Also, speaking of community impact, Ofc. Bethany Bonczar wrote a book about our therapy dog program, called “Curious about George”, exceptional work Ofc. Bonczar! We are also proud of our participation to support STEP (Special Teams for

Exceptional People) at their annual motorcycle run, held at the Sportsman’s Club, which raises funding for this amazing group. This year over a dozen police officers, including officers from Tyngsborough and NEMLEC, not only ensured the safety of the event, but went down the slip and slide in uniform to raise money for the organization.



## Department Staff

**Richard D. Howe**  
*Chief of Police*

**Shaun Woods**  
*Deputy Chief*  
*Executive Officer to*  
*Patrol Operations*

**Kimberly Morrison**  
*Executive Assistant to the Chief*

# Police Department cont.

In 2023 we added to our active and successful School Resource Office program with Ofc. Chris Gustafson moving to the Tyngsborough Public Schools. He replaced Ofc. Bethany Bonczar who was moved to our investigative unit. In 2023 we added two new Police Officers to our team, Ryan McLean, and Travis MacMurdo. Ofc. McLean came to us as a fully certified, self-sponsor, and recent graduate of the Massachusetts National Guard/Worcester Massachusetts Police Training Council Academy. Ofc. MacMurdo recently graduated from the Municipal Police Training committee's Lynnfield Police Academy. In what is a very challenging hiring environment for law enforcement nationwide, we are very fortunate to have added these professional young men to our team.

I continue to be grateful to the community for the overwhelming support we receive, and proud to continue to serve the town as your Police Chief. Our team will do everything we can to promote safety and community partnerships, as both are essential for a strong and safe community. Our police department is deeply committed to the changes which have been brought forward with police reform legislation and the need for fair and impartial policing. I can assure our residents that we will continue to serve this community with equal and fair treatment for all. I am also proud to represent an extraordinary group of men and women, Police Officers and Dispatchers, who have dedicated themselves to their profession, and our community.

Also, a special thanks to our administrative team, Deputy Chief Shaun Woods, and Executive Assistant Kimberly Morrison. Much of their work goes on behind the scenes, but what they do is essential to the successful operation of your Police Department. They are both extraordinary individuals, both personally and professionally, and we are lucky to have them serving our community, and I have been extremely fortunate to have the honor of working with them.

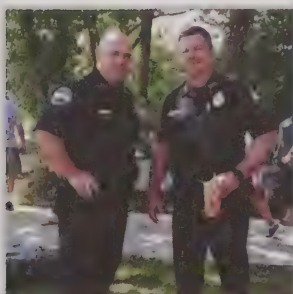
I thank each member of our agency who continue to serve our community with honor and integrity.



*Bfit Challenge First Responder Fundraiser*



*Adopt a family Police & Fire*



*Deputy Chief Woods & Chief Howe*



*Motorcycle Unit*



*TPD Lemonade Stand*



# Recreation & Parks Department

## Department Staff

**Alison Page**  
*Recreation Director*

## Committee Members

**Michael Knight**  
*Chair*

**Phillip Culver**  
*Vice Chair*

**Theresa Clawson**  
*Secretary*

**Maureen Baril**  
**Nick DePasquale**  
**Steve Fugazzato**  
**Michael Johnson**  
**Allison Smith**  
**Christine Weirick**  
*Members*

**Brittany Pinto**  
**Kim Diaz**  
**Scott Ellis**  
**Robin Dorio**  
**Marina Feddersen**  
**Matthew Bogacz**  
**Danielle Slattery**  
*Associate Members*

## Recreation Year in Review 2023

**January:** Youth basketball programs and a men's pick-up begin. Youth basketball continues to be a strong program for the committee.

**March:** The Shamrock Ball had 202 girls and parents dancing all night long to DJ Steve's beats. The annual Shamrock Princess was crowned, benefiting Tyngsborough High School Grad Night activities.



**February:** The Girls Youth Softball program rolled into its thirteenth year with the annual winter clinic and spring season.

**May:** The Town Beach saw much use during the summer months. The beach has seen an increase in activity. Residents are still required to display hang tags during use.



**August:** The Block Party, "Party by the Bridge" was an overwhelming success in the center of town. Three extremely talented bands took the stage throughout the day. 25 food vendors and 150 artisan and crafters were selling their wares. The day concluded with a fireworks display from the river. An estimated 8000 people were in attendance.



**November/December:** The Festival of Trees expanded to two weekends of events and spread between the Meeting House, Old Town Hall and Littlefield Library. The "Winslow Wonderland" decorated wooden cut-outs joined the buildings together. 125 Tree displays were on display and free to view. Raffle tickets were sold for both the trees and over 100 raffle baskets and items. A sold out laser light show, an afternoon of live performances, many workshops to participate in, A new "Whoville" interactive event were all part of the activities. The center of town was decorated by the committee under the direction of Chair, Michael Knight. An spectacular display for the residents of town.

The Department continues the scheduling and maintenance of the town's athletic fields and complexes. The Department provides various recreation programs.

The Director continues to oversee the rental and maintenance of Old Town Hall, 216 Meeting House and the Recreation Center. She also serves on the Sherburne Open Space Committee planning the use and amenities of the new park to begin in 2024.

Alison Page,  
Recreation Director



# Sewer Commission

## Sewer Commissioners

**Brian Martin**  
*Chair*

**Fred Perrault**

**Darryl Wickens**  
*Members*

## Department Staff

**Kathleen Cayer**  
*Sewer Administrator*

**Paul Provencher**  
*Senior Foreman*

**Doug Latulippe**  
*Skilled Laborer*

The Tyngsborough Sewer Commission consists of an elected three member board. Sewer Commission meetings are held on the second and fourth Thursdays of the month at 6 p.m.

Scheduled maintenance of the town-owned pump stations is on-going. Web-based monitoring systems are providing real time data resulting in early detection of potential problems and a more efficient use of the resources.

In calendar year 2023, the Commission had 15 new residential connections and 9 new commercial connections. To aid those property owners who do wish to connect to the sewer system, the Sewer Commission has offered a covenant agreement that can be utilized to pay the connection fee over time.

In 2023, the Sewer Department began the final sewer design for Phase 1 East, 3 & 5 of the Comprehensive Wastewater Management Plan (CWMP) (map at right). A large portion of this design work is being funded through the Congressionally Directed Spending Grant, which the Sewer Commission received in the amount of \$869,000. In 2023, the wetland delineations, survey, geological work and Phase 1 East pump station design basis report were all completed. The full design for all phases is anticipated to be finished in the summer of 2024.

All data collection information indicates that Infiltration & Inflow (I/I) continues to be the most costly problem with the system. Infiltration is caused by leaks in the system allowing groundwater or surface storm water runoff to enter the system. Inflow is the deliberate dumping of water into the sewer system from basement sump pumps and other similar sources. This volume of clean water is metered at town lines and the town is invoiced for every gallon. Discharging clean water into the sewer system is a fineable offense.



The Sewer Department has identified those areas, and in 2023, has completed the capital Inflow & Infiltration Rehabilitation project. The sewer system improvements addressed structural pipe failures and reduced I/I sources to the collection system. The repairs to the infrastructure within the town's sewer system, were to comply with the Massachusetts DEP regulations in preventing Inflow & Infiltration. The Project was funded with monies made available from the State Revolving Fund (SRF) loan from the Massachusetts Clean Water Trust, and in compliance with EPA and Mass DEP/DMS provisions. The loan will be repaid through the Tyngsborough Sewer Enterprise Fund.

**\$869,000 CDS GRANT RECEIVED FOR FULL DESIGN PHASES 1E, 3, & 5**



# Sustainability Committee

## Committee Members

**Diana Keohane**  
*Chair*

**Kristen Keegan**  
*Vice-Chair*

**Keith Morse**  
*Secretary*

**Liz Antanavica**

**Amy Pozerski**

**Carolyn Scafidi**

**Deborah Schneider**

*The Sustainability Committee meets at Town Hall on the 3rd Tuesday of every month, starting at 6:30pm.*

*We welcome your sustainability ideas and concerns.*

In 2023, our focus was on encouraging a **reuse** mindset as well as reducing the amount of **food waste** in our trash. We set and exceeded our goal of reducing the town's total waste tonnage by 3% over fiscal year 2022. We hope to continue this progress.

### REUSE through REPAIR

Together with the Tyngsborough Public Library and the Tyngsborough/Dunstable Rotary Club, we offered our first Repair Café at The Beehive (A Co-working Community). Talented volunteers worked with residents to repair 33 items – from electronics to jewelry, to small appliances, to curtains, bedding and clothing.



### EXPANDED RECYCLING CENTER

The Highway Department now hosts a more comprehensive recycling center. Residents can bring cardboard, textiles, mercury-containing items (like fluorescent and CFL bulbs, and thermometers), and food and food-serving scraps.



### FOOD WASTE COMPOSTING

We worked to bring food waste drop off to the Recycling Center at the Highway Department so that residents who wish to participate can divert their food waste from their trash, saving the town money and helping to bring nutrients back to our soil (compost).

### REUSE AND RECYCLE AT ZERO WASTE DAY

We offered two Zero Waste Days (May and November), diverting 17,000+ pounds in the spring and 18,000+ pounds in the fall.

**35,000+**

Pounds of waste diverted through Zero Waste Day

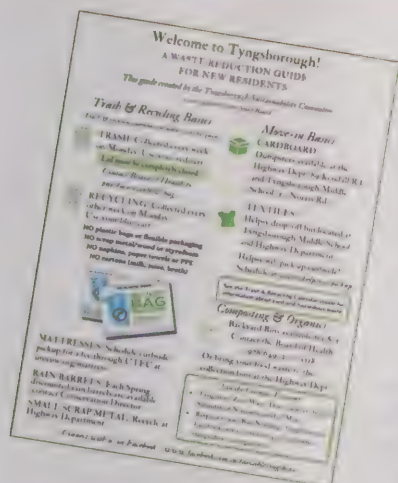
**1.2 Million**

Fewer pounds of waste brought to the curb in 2023 over 2022

**40%**

Of household waste is compostable – A great opportunity for savings

# Sustainability Committee, cont.



## WELCOMING NEW RESIDENTS

We hand deliver, to new residents, information packets that include a welcome from Town Hall, the trash and recycling calendar, stormwater management information and more. We have delivered 384 packets to new residents!

## RESULTS!

You exceeded our goal of 3% reduction in total trash and recycling tonnage, saving the town \$52,000. Great work Tyngsborough!

Fiscal Year 2022 Trash & Recycling Tons	4,938
Fiscal Year 2023 Trash & Recycling Tons	4,331
Tonnage Reduction, FY22 to FY23	607
Percent Reduction in Total Tonnage	12%

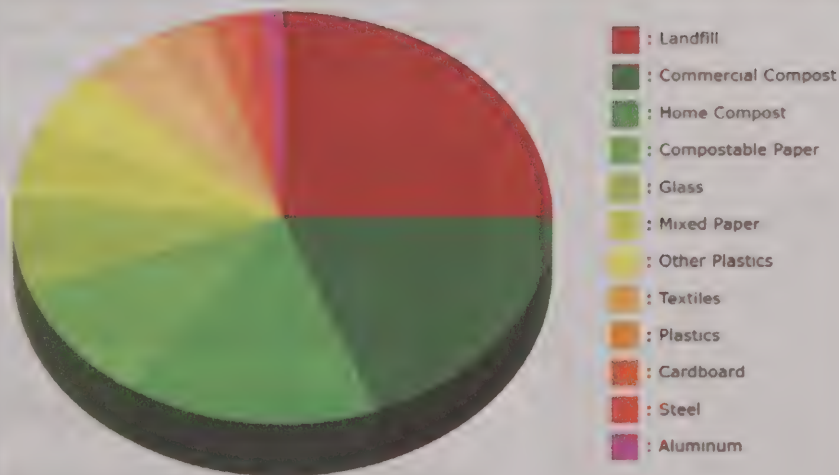
That's more than 1.2 MILLION fewer pounds brought to the curb, saving the Town \$52,000!

## What's in Our Waste?

The Town commissioned a waste study to help us understand what residents were putting into their curbside trash bins. Less than ¼ of our trash needs to go to the incinerator (landfill in chart).

Around 40% of our waste is compostable, providing the Town an opportunity for significant cost savings and the land for enriched soil. Hoping to reduce our food waste from our trash, the Sustainability Committee offered a composting workshop, the Board of Health sells backyard composters, and now the residents can bring their food waste to the Recycling Center at the Highway Department.

Percentage of Waste Content Based on Weight in Pounds



Source: Waste Characterization Study Performed for the Town of Tyngsborough October 31, 2022



# Town Clerk

## Department Staff

**Joanne Shifres**  
*Town Clerk*

**Carol Saulnier**  
*Assistant Town Clerk*

Joanne Shifres, Town Clerk  
shifres@tyngsboroughma.gov

Carol Saulnier, Assistant Town Clerk  
csaulnier@tyngsboroughma.gov

To the Citizens of Tyngsborough:

Often considered the gateway to local government and the community, the Office of the Town Clerk serves as the central information point for residents and visitors alike. The Town Clerk is the chief election official, recording official and registrar of vital records, public records official and licensing officer. The Town Clerk is responsible for ensuring the integrity of all elections and election-related activities. The Town Clerk's office is responsible for the polling places and providing safe and accessible locations for all registered voters.

The Town Clerk records all actions of Town Meeting and updates the permanent record book for the Town. The Clerk's office is responsible for the annual town census and the creation of the annual street list.

The office handles submitting all By-Law changes, both General and Zoning, to the Attorney General for approval. After the Attorney General approves the changes, the By-Laws are updated and distributed to the appropriate departments. The Town Clerk's office also maintains the Town bulletin board, oaths of office, appointments and resignations of all Town officials.

The Clerk issues state licenses and permits, including marriage licenses, business certificates, dog licenses, hunting and fishing licenses, fuel storage licenses, raffle/bazaar permits and certified requests for public documents. Additionally, the Town Clerk's office is responsible for all vital records.

The following table summarizes the 2023 fees collected:

<b>Paid to State for Fish and Wildlife Licenses</b>	<b>1,449.45</b>
<b>Paid to Town for Fish and Wildlife Fees</b>	<b>68.60</b>
<b>Paid to Town for Dog Licenses</b>	<b>7,771.00</b>
<b>Paid to Town for Non-Criminal Disposition Fees</b>	<b>3,300.00</b>
<b>Paid to Town for Town Clerk's Fees</b>	<b>9,277.50</b>
<b>Total Receipts</b>	<b>21,866.55</b>

# Veteran's Service Department

The Veterans' office continues an aggressive outreach program to bring benefit information to our Veterans and their widows. This outreach has significantly increased the number of families that we assist on a daily basis. We provide financial and medical assistance based on family income and assets. Any single Veteran/ widow with a monthly gross income of \$2265.00 (estimate) or below or, a couple with a monthly gross income \$3052.00 (estimate) or below may be eligible. A primary car and home is NOT countable income. The Veteran's benefits budget is projected to exceed \$160,000 in FY-24 of which 75% is reimbursed to the town from the Commonwealth of Massachusetts.



*Photo courtesy of  
Ken Underwood Photography*

The Massachusetts legislature has provided a bonus for our members of the armed forces who have served in harm's way since September 11, 2001. A \$1,000.00 bonus for those who served in Iraq and Afghanistan. A \$500.00 bonus for those who served elsewhere around the world. Also, an increase in annuities to \$2,000.00 annually for our 100% service-connected disabled Veterans, Gold Star Parents and Gold Star Spouses!

The Veteran's service Department is a one-stop center for Veterans and their dependents. We are committed to aid, counsel, and assist. My office has seen a marked increase in filing claims for our returning Veterans from Iraq and Afghanistan. Most of those claims are for battlefield injuries including post-traumatic stress disorder (PTSD). The following information may be of some assistance.

Some of the services we provide are as follows – assistance with filing for domiciliary care, nursing home care, health care enrollment, outpatient pharmacy services, agent orange and Gulf War claims, alcohol and drug dependence treatment, education and training, home loan guarantees, service life insurance, burial benefits including headstones and markers, bonuses, license plates, record retention, Massachusetts Veterans' cemeteries, women Veteran's issues, homeless Veterans, replacing military records and medals, review of discharges, social security and SSI assistance, Veterans' preference in employment and housing, real estate tax abatement's, along with many more benefits and entitlements.

There are approximately 1230 Veterans residing in Tyngsborough. The Veteran's office assists many of these Veterans in filing disability compensation claims with the Veterans Administration. Respect, Courtesy, Confidentiality is our motto! We advocate for veterans whatever their needs. If you are a Veteran, Widow or Dependent of a Veteran who needs these services, we are available in the Town Hall, Monday through Thursday, (978) 649-2300 X131, [veteransagent@tyngsboroughma.gov](mailto:veteransagent@tyngsboroughma.gov).

Christopher W. Dery  
Director of Veterans Services

## Department Staff

**Christopher Dery**  
*Veterans' Agent*

**Carol Saulnier**  
*Administrative Assistant*

**\$146,894.45**

Distributed Qualified  
Recipients of State Benefits

**468 +**

Forms and documents sent  
to the V.A. for benefits

**\$270,079.02**

(approximately) Annually In  
Federal benefits for Tyngsborough  
residents



# Zoning Board of Appeals

## Board Members

**Robb Kydd**  
*Chair*

**Joseph Polin**  
*Vice-Chair*

**Shaun Keegan**

**Douglas Latulippe**

**Adriana Gioumbakis**  
*Members*

**Nikki Caplis**  
*Alternate Member*

## Staff

**Pamela Berman**  
*Land Use*

*Administrative Assistant*

The Tyngsborough Zoning Board of Appeals continued their work with the Building Commissioner and maintained their dedication to the community to provide valuable assistance to residents, businesses, and project developers.

The Board held 5 public meetings in 2023 and heard requests for 7 Variances, 5 Special Permits, and 2 Modifications.

Variances
12 Jasper Lane
54 Willowdale Ave..
406 & 424 Middlesex Rd.
137 Pawtucket Blvd.
384 Middlesex Rd.
23 Middlesex Rd
9 Malvern Ave.

Special Permits
107 Mascuppick Trail
440 Middlesex, Tavern in the Sq.
54 Willowdale Ave.
137 Pawtucket Blvd.
384 Middlesex Rd.

Special Permit Modifications
Toll Brothers Enclave
Merrimac Commons

Through the sustained efforts of the ZBA, the Town has maintained a solid affordable Subsidized Housing Inventory. The Census Bureau released year-round housing unit data, counting 4,622 in Tyngsborough. With 476 Affordable Units certified by the Executive Office of Housing and Livable Communities, the Town's mid-year Subsidized Housing Inventory (SHI) was 10.3%.

The ZBA provided input through their participation on the Zoning Review Committee to help recodify the Zoning Bylaw, revise Sign Regulations, address Split Zoned Lots, define a Site Plan Review process, and adjust the Table of Uses. Most recently, the Committee was focused on crafting Zoning Amendments to help ensure compliance with the MBTA Communities legislation. Those amendments will be presented to Town Meeting in May, 2024. The Board plans to continue to work with the Committee to make improvements to the Town's Zoning Bylaw to better serve the public.

# Greater Lowell Technical High School

The Greater Lowell Technical High School Committee meets in the Administrative Office (Room 2260), 250 Pawtucket Boulevard, Tyngsborough, Massachusetts. Meetings are public and district residents are welcome to attend. School Committee and sub-committee meeting schedules, past meeting minutes, and the current fiscal year budget are listed on the school's website at [www.gltech.org](http://www.gltech.org).

## MISSION STATEMENT

Greater Lowell Technical High School commits to ensure students' readiness for career, college, and citizenship in the 21st century. We challenge and support students as they realize their individual potential for personal and professional success.

## STUDENT ENROLLMENT CHARACTERISTICS

- 61.0% high needs students, which is 5.2% higher than the state average of 55.8%.
- 48.7% low income students, which is 6.5% higher than the state average of 42.2%.
- 16.2% students with disabilities, which is 4.0% lower than the state average of 20.2%.

## STUDENT SUCCESS INDICATORS

- MCAS Participation rate of 100%.
- MCAS Exceeding, Meeting, and Partially Meeting Expectations rate of 93% in ELA, compared to the state average of 89%.
- MCAS Exceeding, Meeting, and Partially Meeting Expectations rate of 95% in Mathematics, compared to the state average of 91%.
- MCAS Exceeding, Meeting, and Partially Meeting Expectations rate of 92% in Biology, compared to the state average of 89%.
- Graduation rate of 96.0%, which is 5.9% higher than the state average of 90.1%.
- Graduation rate of 86.5% for students with disabilities, which is 8.5% higher than the State average 78.0%.
- Dropout rate of 0.7%, which is lower than the state average of 1.5%.
- Retention rate of 0.2%, which is lower than the high school state average of 2.28%.
- 205 out of 553 seniors (37% of class) employed on co-op in paid positions as of November 30, 2023. 34% of the Class of 2023 graduated on co-op. 47.5% of the class of 2023 participated in co-op.

## VOCATIONAL TECHNICAL EDUCATION PROGRAMS

Greater Lowell Tech offers high school students a career focused education in 23 diverse vocational technical programs organized into the following four occupational clusters: Construction Technology, Personal Services, Technology, and Transportation/Manufacturing. Each of the 23 programs is supported by an Advisory Committee comprised of business and industry partners that meet twice per year to make recommendations on program improvements and assist with identifying student employment opportunities.

## ADULT PRACTICAL NURSING AND POSTSECONDARY PROGRAMS

The Practical Nursing Program is a 40-week, full-time, postsecondary course that includes both classroom and clinical instruction in acute, sub-acute, pediatric, and long term local healthcare facilities. After completing the program, graduates are eligible to take the National Council of Licensing Examination to become a Licensed Practical Nurse. The (incomplete) first time attempted pass rate for the class of 2023 is 86%. To accommodate diverse schedules, both a daytime and an evening division are offered. The Placement Director reported that 95% of the graduates were placed in employment as of the fall of 2022.

## Board Members

**Steven A. Nocco**  
*Tyngsborough*

**Paul E. Morin**  
*Dracut*

**Matthew J. Sheehan**  
*Dracut*

**Raymond Kelly Richardson**  
*Dunstable*

**Fred Bahou**  
*Lowell*

**Lee Gitschier**  
*Lowell*

**Ralph Hogan**  
*Lowell*

**Curtis LeMay**  
*Lowell*





# Greater Lowell Technical High School, cont.

## ADULT PRACTICAL NURSING AND POSTSECONDARY PROGRAMS CONT.

Some of the class of 2023 have not completed the National Exam, making placement rate incomplete at this time. Greater Lowell also offers a variety of adult continuing education courses in the area of health career training, computer training, introductory courses for the basic trades, and continuing education courses for electricians and plumbers to prepare for their Journeyman or Masters Exams. Personal enrichment courses are also offered for those interested in improving job skills, changing careers or simply pursuing a leisure-time interest. More than 500 adult students took postsecondary courses during the past school year. All students earn certificates of completion and can obtain State or National Certifications, if applicable.

### FINANCES

<u>Revenue</u>	<u>2022/2023</u>
Misc. Rev.	\$572,294
<b>Assessments</b>	
Included minimum contribution, transportation, and debt (building project)	
Dracut	\$5,452,056
Dunstable	\$288,613
Lowell	\$10,414,657
Tyngsborough	\$1,479,438
<b>ASSESSMENT TOTAL</b>	<b>\$17,634,764</b>
<b>State Aid</b>	
Chapter 70	\$34,570,635
Transportation	\$1,472,987
Total State Aid	\$36,043,622
<b>TOTAL REVENUE</b>	<b>\$54,250,680</b>
<b>Expenses:</b>	
Instruction	\$26,877,518
Plant	\$5,682,973
Fixed Charges	\$10,239,574
Administration	\$3,199,209
Other Services	\$7,153,754
Programs w/other Districts	\$98,947
OPEB	\$0
Debt Service (Building Project)	\$1,335,596
<b>TOTAL EXPENSES</b>	<b>\$54,587,570</b>

### SCHOOL COMMITTEE CONTACT INFORMATION



Fred Bahou  
(Lowell)  
225 Gibson St.  
Lowell, MA 01851  
978-319-7853



Lee Gitschier  
**Chairman (Lowell)**  
153 B St.  
Lowell, MA 01851  
978-866-4180



Ralph Hogan  
(Lowell)  
12 Conoyle St.  
Lowell, MA 01851  
978-866-3648



Curtis J. LeMay  
(Lowell)  
40 Robert St.  
Lowell, MA 01854  
978-846-1222



Paul E. Morin  
**Secretary (Dracut)**  
10 Pine Ave.  
Dracut, MA 01826  
508-320-7318



Steven A. Nocco  
(Tyngsborough)  
10 Poitras Ave.  
Tyngsborough MA 01879  
978-618-3248



Raymond Kelly Richardson  
(Dunstable)  
155 Depot St.  
Dunstable, MA 01827  
978-804-8630



Matthew J. Sheehan  
**Vice Chair (Dracut)**  
115 Passaconaway Dr.  
Dracut, MA 01826  
978-835-1871

# Tyngsborough Public Schools

Tyngsborough Public Schools to the Community of Tyngsborough:

In 2023 Tyngsborough Public Schools experienced a successful school year, building off of a “return to normalcy” in 2022 and pushing to innovate teaching practices to meet the needs of all students in 2023. As our True North Statement indicates, “*We Value All People In Our School Community and Are Committed to Continuous Growth.*” This is evidenced by our goals and strategies for each school year which are reviewed and evaluated as part of a thorough process. As has been customary, the 2023-2024 school year began with a reflection on our governing document; our *Strategy for District Improvement* or SDI. Our SDI consists of three overarching themes which guide all of the work that happens at the district, school, and classroom level. These themes are “Meeting the Needs of All Students”, “Providing Comprehensive and Inclusive Learning Environments”, and “Prioritizing the Professional Growth and Development” of our staff. Our school leaders have worked hard to provide opportunities for our students and staff to grow with these three items in mind.

Our work to establish Multi-Tiered Systems of Support (MTSS) has continued and expanded in 2023 as we were selected to participate in the DESE Inclusive Academy. The Inclusive Academy is a select program offered by the Department of Elementary and Secondary Education (DESE). Through this program TPS has been provided with professional development for the team members which consist of district and building administrators as well as teaching professionals from all schools. With a Technical Assistant we have examined school and district data to provide a landscape analysis of our districts strengths and weaknesses in meeting the needs of all students. This process has been very demanding but also rewarding and has provided us with expert assistance and analysis in an effort to meet our students' needs.

Our schools have made significant progress in the last year. Specific demands that schools have faced include managing a complex variety of needs with regards to our students in the post-pandemic environment. Administrators and staff have worked extremely hard to install and expand programs to meet the challenges. At Tyngsborough High School the newly instituted WIN (what I Need) block has not only provided students with significant tier II support it has provided professional staff additional time to meet once per week to collectively address some of the challenging issues that they are facing. Student and staff survey data indicates a strong support for the WIN block. In all schools a close examination of data and establishment of a stronger data examination process has been a focal point. Instructionally there has been a continued focus on utilizing inclusive practices, specifically Universal Design for Learning which is the recommended instructional strategy in Massachusetts and nationally. Administrator's observations indicate a significant increase in inclusive instruction and assessment strategies.

Professionally, all of our staff have worked to examine data from a variety of sources including MCAS testing data and formative assessments from diagnostic screeners such as IXL. Through this staff can get historical as well as real time data to make informed decisions about curriculum and instruction. Our partnership with Keys to Literacy has continued this year expanding professional development from K-8 to K-12. Teachers are learning and practicing consistent strategies geared to provide our students with increased reading, writing and comprehension strategies. We are excited about the direction that Tyngsborough Public Schools is heading in. 2024 promises to be a year full of significant improvements.

## School Committee

**Anthony Tinnirella**

*Chair*

**Danielle Athanas**

*Vice-Chair*

**Ryan McMahon**

*Recording Secretary*

**Jeffrey Bowe**

**Rebecca Stanton**

**Robert Mullin**

**Dustine Puma**

*Members*

## Staff

**Dr. Michael Flannagan**

*Superintendent*

**Michael Woodlock**

*Assistant Superintendent*



# Dracut Water Supply District

## Commissioners

**William “Zee” Zielinski**  
**Gay Corey**  
**Peter Natsios**

## Clerk of the District

**Jayne Boissonneault**

## Management

**Michael Sheu**  
*Superintendent*

**Lynn Newhouse**  
*Treasurer*

**Kelley Chasse**  
*HR/Office Manager*

## Field Staff

**Stephen Dehney**  
**John Laffey**  
**Timothy Germain**  
**Christopher Ivos**  
**Mario Diaz**

## Office Staff

**Jenny Young**  
**Morgan Travers**

## Contact Information

59 Hopkins Street  
Dracut, MA 01826  
Phone: 978-957-0441  
[www.dracutwater.com](http://www.dracutwater.com)

## Dracut Water Supply District Customers

We are pleased to present the FY23 Annual Report. This Report presents the overview of the District’s Governing and Water System as well as the Operations, Planning, and Financials for the FY23 & FY24.

### Governing

Dracut Water Supply District (DWSD) was established under Massachusetts Legislation Acts (MLA) in 1905 to supply water to part of Dracut and passed MLA in 1943 to supply water to part of Tyngsborough. DWSD is an independent Public Entity, governed by an Annual Meeting of the District, managed by three elected Water Commissioners, and operated by 10 employees. The DWSD’s source of income is from the water rate payers.

### Water System

The District has two Wellfields, a finished water connection with Lowell Regional Water Facility, two Water Treatment Facilities, 3 Water Storage Tanks, 8 Pump Stations, 135 miles of Water Mains and 7,622 service connections.

### Current Water System Challenges

The District experiences the following issues: aging water system infrastructures, Federal and State regulation changes, high water demands in the summer months, water hydraulic limitations in some areas, no redundancy, high purchase cost of water from the City of Lowell, water quality (brown water) concerns, no fire protection in some areas.

### Projects in 2019-2024

- In FY19, DWSD and the Engineers of Tighe & Bond (T&B) produced a 20-year Master Plan.
- In FY20, DWSD applied and received \$20 million from the Massachusetts Drinking Water State Revolving Fund (SRF).
- In FY21, DWSD implemented the following projects: the Manganese Removal Treatment Facility, 16” Water Main Improvement, and State Forest Water Storage Tank Replacement.
- In FY22, the projects of 16” Water Main Improvement and State Forest Water Storage Tank Replacement were completed.
- In FY23-24, the project of Manganese Removal Treatment Facility is expected to be completed.

### Financial

The District’s finances are supported by rate payers. The revenues that we collect are being used on system’s operations and many current and future improvement projects. The SRF loan is a 20-year low interest loan (2%). DWSD believes there will be no significant water rate increase to implement the above three projects. DWSD believes that the savings from not purchasing Lowell Water will be able to pay off part of the SRF loan. In addition, DWSD is looking into the possibility of selling water to neighboring Towns. The revenue of selling water will be able to pay off the SRF loan.

We are committed to providing safe and high-quality drinking water to our customers. We pledge to continue to work on the behalf of all the District customers and we welcome your constructive criticism to improve the efficiency of the District operations.

Respectfully,



Michael Sheu  
Superintendent

# North Chelmsford Water District

## Commissioners

**Bruce H. Clark**  
*Chairman*

**Robert M. Leavitt**  
*Clerk*

**David Irvine**

## Management

**Paul Pires**  
*Superintendent*

**Daysha I. Morell**  
*Treasurer/Office Mgr.*

## Staff

**David Bray**

**Joseph Caron**

**Eric Guerin**

**Eric Hunnus**

**Diane Lynch**

**Aurora Bas**  
*Environmental Engineer*

To the Citizens of Tyngsborough:

The North Chelmsford Water District was originally established in 1906 as the North Chelmsford Fire District with the purpose of providing an abundant supply of pure water for drinking purposes and fire protection for 200 service connections. In 1946, by Chapter 72 of the Acts of 1946, the District became known by its current name.

Today, the District has approximately 2,855 service connections, with just under 100 service connections in Tyngsborough. The North Chelmsford Water District remains committed to providing residents with a safe, reliable supply of high-quality drinking water. Our water is tested using sophisticated equipment and advanced procedures. The District's water is sourced from 4 gravel packed wells and 2 Bedrock wells located in the Bomil Well Field. We pump water from the 4 wells and pipe it to a state-of-the art Ultrafiltration Treatment Plant. At the Treatment Plant, Chlorine Dioxide is added to oxidize iron and manganese to aid in its removal from the water supply. Potassium Hydroxide is added to adjust the pH and aid in corrosion control, and Poly Aluminum Chloride is added to aid in the filtration process. Prior to sending the finished water to the distribution system, we add chlorine to maintain a residual level between .45 to .75 milligrams per liter. We do not add fluoride to the water supply. Our water meets or exceeds all State and Federal Standards. The North Chelmsford Water District updates the Website as needed and post Water Quality Reports and information regarding PFAS.

A three-member Board of Water Commissioners, elected by the water takers of North Chelmsford monitors the operations of the North Chelmsford Water District. Current members are Chairman, Bruce H. Clark, Robert M. Leavitt, Clerk and David M. Irvine.

Commissioners meet on the first Monday of each month at 4:00 PM at the Water District office. All meeting times and agendas are posted at the Chelmsford Town Hall. Those who wish to meet with the Commissioners are asked to put their request in writing and they will be added to the next agenda. We encourage public interest and participation in our decisions affecting drinking water.

The Water District office is located at 64 Washington Street, N. Chelmsford, MA. The office hours are 7:30AM to 3:30PM Monday through Friday. A member of our maintenance staff is on-call at all times. After hours, the answering service takes messages and will page the on-call person for water emergencies.

Our contact information:

Phone: 978-251-3931

Fax: 978-251-1181

Email: [northchelmsfordwater@outlook.com](mailto:northchelmsfordwater@outlook.com)

Website: [www.northchelmsfordwater.com](http://www.northchelmsfordwater.com)

We invite you to visit our website to find information on our current water rates, rules & regulations, Consumer Confidence Report, Summer Water Management Program, pay your bill, and to view helpful links.



# Tyngsborough Water District

## Commissioners

**Warren Allgrove**  
*Chair*

**David J. Reault**  
*Vice-Chair*

**Edgar W. Gordon**  
*Clerk*

**George L. Dupras**

**Thomas C. Ives**

## Superintendent

**Daniel Duchesne**



To the Citizens of Tyngsborough:

The Tyngsborough Water District was established in 1983 with the purpose of “supplying the Town with water for the extinguishment of fires and for domestic and other purposes”.

Over the years, the District has dedicated themselves to delivering drinking water that meets all State and Federal Standards. The District continually strives to adopt new methods for delivering the best quality drinking water to you. As new challenges to drinking water safety emerge, we remain vigilant in meeting the goals of source water protection, water conservation and community education while continuing to serve the needs of all our water users.

Commissioners meet on the first and third Tuesday of each month or as needed at 7:00 p.m. at the Tyngsborough Water District Office, 87 Progress Avenue, Unit #2, Tyngsborough, MA 01879. All meeting times and agendas are posted at Tyngsborough Town Hall, 25 Bryants Lane, Tyngsborough, MA 01879. You are invited to participate in our public forum and voice your concerns about your drinking water.

The Office hours are 9:00 a.m. to 2:00 p.m. Monday through Friday.

Our contact information:

Phone: 978-649-4577

Fax: 978-649-4453

Email: [info@tyngsboroughwater.org](mailto:info@tyngsboroughwater.org)

Website: [www.tyngsboroughwater.org](http://www.tyngsboroughwater.org)

We invite you to visit our website to find information on our current water rates, our Consumer Confidence Report and to pay your bill.

Our Annual Consumer Confidence Report will be available after June 1<sup>st</sup> at the Water District Office and at the Tyngsborough Town Offices.



*Dave's Tank*

**Implemented GIS  
System for Water  
Infrastructure**

**Construction Projects:**  
Enclave by Toll Brothers  
440 Middlesex Rd Water Extension  
Epigram Brew Co. 394 Middlesex Rd

**Updating District  
Master Plan**

# Tyngsborough Housing Authority

## Committee Members

**Brian Martin**  
*Chair*

**Donald Lampron \***  
*Vice-Chair*

**Robert McCarthy**  
*Treasurer & Tenant Board Member*

**John Pelletier**

**VACANT**  
*Members*

*\* State Appointed*

## Staff

**Melinda Theide**  
*Executive Director*

**Diane Wojcik**  
*Administrative Assistant*

**Thomas McCormack**  
*Maintenance Mechanic*

The Tyngsborough Housing Authority (THA) was established in 1979 and is responsible for all state public housing programs in town. Currently the THA has 88 senior, 4 congregate, 18 family, and 8 units for Department of Mental health clients. All housing applications are prioritized according to the state Executive Office of Housing & Livable Communities (EOHLC) guidelines. Applicants in a priority situation receive a priority for housing. Veterans and Tyngsborough residents, receive preference for housing. The THA consists of a five-member non-salaried Board of Commissioners, who serve staggered five-year terms. Three members are elected by town voters, one member is a THA resident appointed by the selectman and one member is appointed by the Governor. The Board meets on the last Wednesday of each month, alternating between the Community Rooms at Brinley Terrace at 198 Middlesex Road and the Red Pine Terrace at 186 Frost Road. The Authority has two developments for seniors and people with disabilities:

**BRINLEY TERRACE, 198 Middlesex Road** is a 56-unit development of two-story buildings in a lovely village setting on 5 acres. **RED PINE TERRACE, 186 Frost Road** is an accessible 32-unit, two-story building on 8 wooded acres. Each apartment has a refrigerator, stove and generous closet space. Heat, electric and hot water are included in the rent.

The rent is based on the household income. There are on site laundry facilities and parking. The maintenance staff cares for the lawn, removes snow, does repairs in the apartment and responds to emergencies.

**CONGREGATE UNITS** are a group living situation offering four private rooms and a shared kitchen, living room, dining room, and bathrooms. Meals, housekeeping, personal care, laundry services and shopping are provided by the servicing agency. Red Pine Terrace's congregate unit is for persons needing some assistance in daily living with AgeSpan of the Merrimack Valley, Inc. providing the services.



*Brinley Terrace*



*Red Pin Terrace Senior*

**RED PINE TERRACE, 186 Frost Road** has 18 family units, two of which are wheelchair accessible. The two and three-bedroom apartments are designed for families and have a refrigerator, stove, generous closet space, washer/dryer hookups, storage sheds and parking.

**RICK DELEO TERRACE, 130 Coburn Road** is a residential development for Massachusetts DMH clients.

**ELIGIBILITY FOR HOUSING** is limited to seniors 60 years or older, people with disabilities under age 60, and persons 18 years of age with a need for family housing. The household's income must be below the following amounts: One person \$66,300 Two persons \$75,750 Three persons \$85,200 Four persons \$94,650 Five persons \$102,250 Six persons \$109,800.

The Commissioners and the Executive Director wish to thank the following organizations for their efforts: The Tyngsborough Highway Department for sanding and salting the Authority's developments during the winter months. The Tyngsborough Garden club for the lovely spring and fall plantings at Brinley Terrace. Residents at Red Pine Terrace senior building for their lovely plantings on the property, one senior resident at Red Pine Terrace who has maintenance experience and helped maintenance with a few maintenance things.

The Tyngsborough Housing Authority's office is located at Brinley Terrace, 198 Middlesex Road. Office hours are 9 A.M. – 2 P.M. Monday thru Friday. For information, please call 978-649-9941 or visit our website at [www.tyngsboro-ha.org](http://www.tyngsboro-ha.org). There you can download an application for housing; we can mail one to you or you can apply online to the centralized wait list at [www.mass.gov/applyforpublichousing](http://www.mass.gov/applyforpublichousing).



# Northern Middlesex Council of Governments

## Tyngsborough's NMCOG Representatives

**Ronald Keohane**  
*Select Board*

**Stephen O'Neil**  
*Planning Board*

**Katerina Kalabokis**  
*Alternate, Select Board*

The Northern Middlesex Council of Governments (NMCOG) was established in 1963 under Chapter 40B of the Massachusetts General Laws and is one of 13 regional planning agencies in the Commonwealth. NMCOG serves nine communities in the Greater Lowell area, including Tyngsborough. The agency provides professional technical assistance in the areas of transportation, economic development, emergency management, land use, community development, permitting, smart growth, housing, historic preservation, open space and conservation, geographic information systems (GIS), pre-disaster mitigation and emergency response, and environmental protection. The Council's governing body is comprised of a chief elected official, Planning Board member, and alternate from each member community. Tyngsborough's 2023 designees were: Ronald Keohane, Tyngsborough Select Board; Stephen O'Neill, Planning Board; and Katerina Kalabokis, Alternate.

The agency strives to bring a regional and interregional perspective to all areas of planning and resource management by fostering cooperative efforts between municipalities and encouraging collaboration between the public and private sectors. NMCOG promotes the interests of the local communities at the state and federal levels, and it often acts as a liaison between the municipalities and other levels of government.

The Council maintains a staff of professional planners and technicians to assist in developing and implementing its policies. The Council meets monthly at 672 Suffolk Street, Lowell; all meetings have a remote option and are open to the public. Each NMCOG member community pays an equal per capita assessment, which is used to provide the local match for various state and federal grant programs. The Council's annual budget includes \$108,231 in local assessments, of which \$4,322 represents Tyngsborough's share.

NMCOG devotes a large share of its resources to transportation issues. This year, NMCOG staff completed Envision 2050: the Greater Lowell Long-Range Transportation Plan, which must be updated every four years in accordance with federal requirements. The plan identifies and analyzes the region's transportation infrastructure and service improvement needs, projects future needs, and prioritizes federal investments across the region.

Locally, NMCOG continues to assist the Town in advancing projects along Middlesex Road. NMCOG is also working with the Town to advance an expansion of the park and ride facility on Route 113. NMCOG conducts an annual traffic-counting program, collecting over 100 counts at various locations throughout the region, including counts within Tyngsborough. The traffic count data is incorporated into a regional traffic count report made available on NMCOG's website at [www.nmcog.org](http://www.nmcog.org).

NMCOG continues to assist the Lowell Regional Transit Authority (LRTA) in obtaining federal capital and operating assistance, marketing programs to improve ridership and revenue, statistical monitoring and analyses, and planning evaluation of the LRTA's route structure and scheduling. The LRTA provides fixed-route bus service Monday-Saturday on LRTA Route 10, which runs along Lakeview Ave and Frost Road to the New Hampshire state line. Additionally, in 2023 NMCOG staff completed the Coordinated Public Transit-Human Services Plan (CPT-HSP). The CPT-HSP is updated every three to five years



# Northern Middlesex Council of Governments, cont.

and enables direct recipients and subrecipients to receive formula funding through Section 5310 to enhance mobility for seniors and individuals with disabilities. Shared Ride services are available to Tyngsborough residents with LRTA service area who are 60 years of age or more through the RoadRunner program. RoadRunner also provides ADA paratransit service to people with disabilities who are unable to ride fixed route bus service.

NMCOG has been assisting Tyngsborough to achieve interim compliance with Section 3A of Chapter 40A, more commonly known as the Multi-Family Zoning Requirement for MBTA Communities, by providing regional support as well as direct technical assistance to Town staff with identifying scenarios that meet the law's requirements, drafting a zoning bylaw, working with the State's compliance model, and assisting with public outreach. This work is designed to ensure that zoning amendments proposed by the Town meet the requirements of the law. Under the Massachusetts Department of Energy Resources (DOER)-funded Regional Energy Planning Assistance program, NMCOG assisted Tyngsborough in maintaining Green Communities designation by preparing and submitting annual reporting information. This designation provides access to grants for clean, affordable, and resilient energy projects along with other benefits.

NMCOG is working with Tyngsborough and 11 other communities in addressing the U.S. Environmental Protection Agency's Small Municipal Separate Storm Sewer System (MS4) permit requirements through the Northern Middlesex Stormwater Collaborative (NMSC). The Collaborative focuses on permit compliance by undertaking a common public education and outreach program that is customized by each participating community; providing training for municipal staff and boards; developing and utilizing a regional GIS system for mapping stormwater infrastructure across municipal boundaries; and assisting with the procurement of stormwater-related goods and services.

NMCOG has completed an update of the Greater Lowell Comprehensive Economic Development Strategy (CEDS), which is funded by the U.S. Economic Development Administration (EDA). The CEDS summarizes the economic resources of the region, establishes an economic development vision for Greater Lowell, identifies goals, and establishes a regional Five-Year Action Plan with priority projects to foster continued economic growth and vitality. The CEDS also incorporates the concept of economic resilience, for example, the ability to withstand and recover from economic shifts, natural disasters, pandemics, and the impacts of climate change. Regions must update their CEDS every five years in order for local communities to qualify for EDA assistance under the Public Works and Economic Adjustment Assistance programs.

NMCOG provides Geographic Information Systems (GIS) support to the region; in 2023, NMCOG staff coordinated a Nearmap imagery subscription for the Town. The new Nearmap imagery replaces 2020 imagery with significantly higher-resolution two to three-inch vertical and oblique photography—a resolution and clarity not available on Google Maps or other web applications. Staff also updated GIS parcels with FY23 and FY24 Assessor data, and completed a study of non-residential split-zoned parcels.

Lastly, NMCOG staff serve as the Town's Sealer of Weights and Measures. The Sealer of Weights and Measures is charged with enforcing the laws, rules, and regulations relating to the use of weighing and measuring devices in commercial transactions. The types of devices tested include scales, weights, fuel dispensers, vehicle tank meters used in the sale of liquid fuel, and supermarket scanners.





## **Acknowledgements**

*This Annual Town Report is presented by Town Administration.*

*We sincerely thank all the Boards, Commissions, Committees and Departments of the Town of Tyngsborough as well as all governmental organizations in Tyngsborough for submitting a report.*

## **Photo Credits**

Cover:

*Town of Tyngsborough Achieves - Background photo*

*J. Schnackertz - Festival of Trees*

*C. Loiselle - Ribbon Cutting*

*LeftField Project Management- Middle School Construction*

Veterans Page:

*Wreaths Across America photos provided courtesy of Ken Underwood Photography*

Cemetery Commission Page:

*Photos courtesy of Pam Russell*

*Additional photos used in the report are courtesy of the Departments, Boards, Committees, and Commissions*

# Appendices

1. FY 23 Revenue Report
2. Agency Funds
3. Capital Projects
4. Enterprise Funds
5. Sewer Expense Report
6. Ambulance Expense Report
7. Trust Fund Report
8. Statement of Outstanding Debt
9. Cherry Sheet / State Local Aid
10. Tax Rate Recap
11. General Fund Expenditure Summary
12. May 2, 2023 Town Meeting Minutes
13. May 16, Town Meeting Minutes,
14. October 24, 2023 Special Town Meeting Minutes







# FINANCIALS





## Town of Tyngsborough

Revenue Report

Period Ending 6/30/2023

## Year to Year Comparison

Revenue Source	6/30/2021	6/30/2022	6/30/2023	FY22 to 23 Change	FY21-22 Sparkline
Real Estate & Pers Property	\$ 29,607,420	\$ 30,144,594	\$ 31,631,790	↑ \$ 1,487,196	
Motor Vehicle Excise	\$ 2,230,039	\$ 2,205,332	\$ 2,220,274	↑ \$ 14,942	
Other Excise (Meals, Room, Other)	\$ 227,987	\$ 253,770	\$ 282,793	↑ \$ 29,023	
Cannabis Excise	\$ 134,828	\$ 213,595	\$ 231,446	↑ \$ 17,851	
Cannabis Impact Fee	\$ 478,006	\$ 618,012	\$ 408,701	↓ \$ (209,311)	
Penalties & Interest	\$ 188,928	\$ 120,924	\$ 173,759	↑ \$ 52,835	
Rentals (Billboard Lease)	\$ 120,386	\$ 123,396	\$ 126,481	↑ \$ 3,085	
PILOT	\$ 21,160	\$ 58,552	\$ 35,918	↓ \$ (22,634)	
CPA Revenue	\$ 964,704	\$ 1,172,611	\$ 1,228,658	↑ \$ 56,047	
Sewer Enterprise Fund	\$ 1,566,327	\$ 1,641,680	\$ 1,798,050	↑ \$ 156,370	
Betterments Phase I	\$ 606,899	\$ 3,185,306	\$ 1,798,050	↓ \$ (1,387,256)	
Ambulance Enterprise Fund	\$ 521,179	\$ 583,458	\$ 639,091	↑ \$ 55,633	
Fees	\$ 116,359	\$ 119,680	\$ 94,127	↓ \$ (25,553)	
Departmental Revenue	\$ 169,884	\$ 257,954	\$ 334,727	↑ \$ 76,773	
Library Revenue	\$ 854	\$ 1,359	\$ 1,632	↑ \$ 273	
Cemetery Revenue	\$ 13,400	\$ 11,935	\$ 14,310	↑ \$ 2,375	
License & Permits	\$ 730,306	\$ 621,760	\$ 809,392	↑ \$ 187,632	
Fines & Forefits	\$ 18,684	\$ 18,207	\$ 37,798	↑ \$ 19,591	
Investments	\$ 39,928	\$ 75,247	\$ 161,874	↑ \$ 86,627	
Comm of MA Cherry Sheet	\$ 8,795,763	\$ 8,870,109	\$ 9,552,557	↑ \$ 682,448	
Cherry Sheet Charges & Assessments	\$ (1,652,585)	\$ (1,645,236)	\$ (1,591,982)	↑ \$ 53,254	
Medicaid Reimbursement	\$ 121,379	\$ 127,992	\$ 327,028	↑ \$ 199,036	
*Misc Revenue	\$ 601,821	\$ 686,933	\$ 206,797	↓ \$ (480,136)	
Tax Liens Redeemed	\$ 195,351	\$ 115,609	\$ 91,362	↓ \$ (24,247)	
<b>Total</b>	<b>\$ 45,819,007</b>	<b>\$ 49,582,779</b>	<b>\$ 50,614,633</b>	<b>↑ \$ 1,031,854</b>	

Revenue Source	FY23 Estimated	FY23 Actual	Variance	% Collected
Real Estate & Pers Property	\$ 30,433,197	\$ 31,631,790	\$ 1,198,593	103.94%
Motor Vehicle Excise	\$ 2,205,000	\$ 2,220,274	\$ 15,274	100.69%
Other Excise (Meals, Room, Other)	\$ 254,000	\$ 282,793	\$ 28,793	111.34%
Cannabis Excise	\$ 200,000	\$ 231,446	\$ 31,446	115.72%
Cannabis Impact Fee	\$ 600,000	\$ 408,701	\$ (191,299)	68.12%
Penalties & Interest	\$ 200,000	\$ 173,759	\$ (26,241)	86.88%
Rentals (Billboard Lease)	\$ 124,825	\$ 126,481	\$ 1,656	101.33%
PILOT	\$ 55,000	\$ 35,918	\$ (19,082)	65.31%
CPA Revenue	\$ 1,100,000	\$ 1,228,658	\$ 128,658	111.70%
Sewer Enterprise Fund	\$ 1,419,542	\$ 1,798,050	\$ 378,508	126.66%
+Betterments Phase I	\$ -	\$ 1,798,050	\$ 1,798,050	#DIV/O!
Ambulance Enterprise Fund	\$ 609,725	\$ 639,091	\$ 29,366	104.82%
Fees	\$ 119,000	\$ 94,127	\$ (24,873)	79.10%
Departmental Revenue	\$ 334,727	\$ 334,727	\$ -	100.00%
Library Revenue	\$ 2,000	\$ 1,632	\$ (368)	81.60%
Cemetery Revenue	\$ 10,000	\$ 14,310	\$ 4,310	143.10%
License & Permits	\$ 620,000	\$ 809,392	\$ 189,392	130.55%
Fines & Forefits	\$ 20,000	\$ 37,798	\$ 17,798	188.99%
Investments	\$ 75,000	\$ 161,874	\$ 86,874	215.83%
Comm of MA Cherry Sheet	\$ 9,561,322	\$ 9,552,557	\$ (8,765)	99.91%
Cherry Sheet Charges & Assessments	\$ (1,910,380)	\$ (1,591,982)	\$ 318,398	83.33%
Medicaid Reimbursement	\$ 121,000	\$ 327,028	\$ 206,028	270.27%
*Misc Revenue	\$ 150,000	\$ 206,797	\$ 56,797	137.86%
Tax Liens Redeemed	\$ -	\$ 91,362	\$ 91,362	N/A
<b>Total</b>	<b>\$ 46,303,958</b>	<b>\$ 50,614,633</b>	<b>\$ 4,310,675</b>	<b>109.31%</b>
<b>Estimated Local Receipts</b>	<b>\$ 4,969,552</b>	<b>\$ 5,140,029</b>	<b>\$ 170,477</b>	<b>103.43%</b>

\*Other available revenue sources include general fund reimburse from Enterprise, PEG, Transfer from debt & stabilizations and Wetlands protection

2

**Tyngsborough  
Agency Fund Detail  
as of June 30, 2023  
(Unaudited)**

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Balance 6/30/2023	Receipts thru 9/30/2023	BAN's	Remaining Deficit 6/30/2023
890	ABANDONED PROPERTY			24,887.66			0.00
	DEPUTY COLLECTOR			31,138.00			0.00
	POLICE DETAILS	280,008.67	280,008.67	(123,709.09)	63,046.36		(60,662.73)
	FIRE DETAILS			(24,088.40)			(24,088.40)
	THA FUEL			8,543.04			0.00
	WILDLIFE LICENSE DUE			84.68			0.00
	PERF BOND CCM			0.45			0.00
	PERF BOND ARROWHEAD			0.00			0.00
	PERF BOND CHESTFORD			33,076.20			0.00
	PERF BOND CRICONES			6,803.95			0.00
	PERF BOND APOLLO			1,772.82			0.00
	PERF BOND DEMAURO #1			33.15			0.00
	PERF BOND DEMAURO #2			1,454.27			0.00
	PERF BOND TRI AREA			627.78			0.00
	PERF BOND CONELL			5,679.32			0.00
	PERF BOND EVERGREEN			18,779.53			0.00
	PERF BOND FIELDSTONE			6,968.26			0.00
	PERF BOND AVA LANE			48.22			0.00
	FIREARMS LICENSE DUE			(2,637.50)			(2,637.50)
	SCHOOL			148.77			0.00
	STUDENT ACTIVITY			257,674.58			0.00
							0.00
<b>Total Agency Balance</b>		280,008.67	280,008.67	247,285.69	63,046.36	0.00	(87,388.63)

Please enter amount reported in the **agency fund liability cell** of the combined balance sheet.

0.00

**Does Not Equal Combined Balance Sheet**

Please enter amount reported in the fund balance section of the combined balance sheet.

0.00

**Total Agency Balance**

0.00

**Does Not Equal Total Agency Balance Above**

3

**Tyngsborough  
Capital Project Fund Balance Detail  
as of June 30, 2023  
(Unaudited)**

Fund Number	Fund Name	Enterprise Fund Name (If applicable)	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2023	Receipts thru 9/30/2023	BAN's 6/30/2023	BAN's / Debt Issued 7/1/2023 - 9/30/2023	Remaining Deficit 6/30/2023
301	WINSLOW LEAD ASBESTOS REMOVAL				128,653.04				0.00
301	Building Maintenance				2,475.09				0.00
301	TH Maintenance				40,000.00				0.00
301	MUNIS CONVERSION				14,942.33				0.00
301	COL - SFTWRE UPGRD (FY16-B)/\$18,100				13,776.60				0.00
301	Station Building Maintenance				13,553.66				0.00
301	Public Safety Communications Upgrade				77,294.02				0.00
301	FIR UPDATE/DESIGN NEW STATN/\$15K				3,216.33				0.00
301	FIRE - 2018 KME PUMPER				15,303.02				0.00
301	Fire Station 1 Generator				1,429.12				0.00
301	Streetlights Phase 1				12,176.16				0.00
301	Engineer Vehicle				4,403.03				0.00
301	Westford Road Culvert				15,698.09				0.00
301	HWY - PAVING EQUIPMENT				5,167.56				0.00
301	6 Whl Dump w/Plow				188,713.07				0.00
301	6 Highway Dump Truck				193,000.00				0.00
301	TPS Dump Truck				2,513.55				0.00
301	Highway Generator				(12,439.00)				(12,439.00)
301	Green Communities (GQ) Match TES				(29,266.00)				(29,266.00)
301	FB - TMS FEASIBILITY				(4,117,453.45)		7,000,000.00		0.00
					(3,426,843.78)		7,000,000.00		0.00
									0.00
303	PEG CENTER				833,664.86				0.00
304	1ST PARISH Building				(21,164.62)				(21,164.62)
452	SEWER I&I				0.00				0.00
453	SEW PH II				(99,173.12)		995,664.00		0.00
									0.00
<b>Total Capital Projects Fund Balance</b>			0.00	0.00	(2,713,516.66)		7,995,664.00		(21,164.62)



**Tyngsborough**  
**Combining Balance Sheet - Enterprise Funds**  
**as of June 30, 2023**  
**(Unaudited)**

	Sewer Enterprise Fund	Ambulance Enterprise Fund	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	(Insert Name) Enterprise Fund	Totals (Memorandum Only)
<b><u>ASSETS</u></b>									
Cash and cash equivalents	9,826,970.98	99,478.00							9,926,448.98
Investments									0.00
Receivables:									
User Fees	281,403.26								281,403.26
Special assessments	3,152,712.83								3,152,712.83
Utility liens added to taxes	(117,924.36)								(117,924.36)
Tax foreclosures									0.00
Departmental									0.00
Other receivables									0.00
Due from other governments									0.00
Due to/from other funds									0.00
Prepays									0.00
Inventory									0.00
Fixed assets, net of accumulated depreciation									0.00
Amounts to be provided - payment of bonds									0.00
Amounts to be provided - vacation and sick leave									0.00
<b>Total Assets</b>	<b>13,143,162.71</b>	<b>99,478.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,242,640.71</b>
<b><u>LIABILITIES AND FUND EQUITY</u></b>									
Liabilities:									
Accounts payable									0.00
Warrants payable	152,967.02	1,046.86							154,013.88
Accrued payroll and withholdings									0.00
Other liabilities									0.00
Deferred revenue:									
User Charges	281,403.26								281,403.26
Special assessments	3,152,712.83								3,152,712.83
Utility liens added to taxes	(117,924.36)								(117,924.36)
Tax foreclosures									0.00
Departmental									0.00
Other receivables									0.00
Due from other governments									0.00
Due to other governments									0.00
Due to/from other funds									0.00
Notes payable									0.00
Bonds payable									0.00
Vacation and sick leave liability									0.00
<b>Total Liabilities</b>	<b>3,469,158.75</b>	<b>1,046.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,470,205.61</b>
Fund Equity:									
Reserved for encumbrances									0.00
Reserved for expenditures	1,025,170.00								1,025,170.00
Reserved for continuing appropriations									0.00
Reserved for petty cash									0.00
Reserved for appropriation deficit									0.00
Reserved for debt service - BETTERMENT	7,013,152.73								7,013,152.73
Unreserved retained earnings	1,635,681.23	98,431.14							1,734,112.37
Investment in capital assets									0.00
<b>Total Fund Equity</b>	<b>9,674,003.96</b>	<b>98,431.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,772,435.10</b>
<b>Total Liabilities and Fund Equity</b>	<b>13,143,162.71</b>	<b>99,478.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,242,640.71</b>
<b>PROOF</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Town of Tyngsborough

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13							
ACCOUNTS FOR: 604 SEWER ENTERPRISE FUND							
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>604 SEWER ENTERPRISE</b>							
<b>60460100 SEWER PAYROLL</b>							
60460100 511005		COMMISSIONER STIPENDS					
	6,500.00	0.00	6,500.00	2,600.04	0.00	3,899.96	40.0%
60460100 511505		ADMINISTRATOR					
	74,803.00	0.00	74,803.00	74,516.44	0.00	286.56	99.6%
60460100 511530		CLERICAL					
	3,190.00	0.00	3,190.00	0.00	0.00	3,190.00	.0%
60460100 511610		SR FOREMAN					
	73,581.00	0.00	73,581.00	73,602.10	0.00	-21.10	100.0%
60460100 511615		SKILLED LABORER					
	60,028.00	0.00	60,028.00	60,160.51	0.00	-132.51	100.2%
60460100 513120		OVERTIME					
	14,211.00	0.00	14,211.00	7,361.24	0.00	6,849.76	51.8%
60460100 514090		WASTEWATER LICENSE					
	200.00	0.00	200.00	200.00	0.00	0.00	100.0%
60460100 515050		LONGEVITY					
	6,400.00	0.00	6,400.00	6,400.00	0.00	0.00	100.0%
60460100 517000		FRINGE BENEFITS					
	94,516.00	0.00	94,516.00	94,516.00	0.00	0.00	100.0%
60460100 517070		PROTECTIVE CLOTHING					
	1,850.00	0.00	1,850.00	1,850.00	0.00	0.00	100.0%
TOTAL SEWER PAYROLL	335,279.00	0.00	335,279.00	321,206.33	0.00	14,072.67	95.8%
<b>60460200 SEWER EXPENSES</b>							
60460200 521010		ELECTRICITY					
	76,285.00	0.00	76,285.00	65,516.40	0.00	10,768.60	85.9%
60460200 521020		NATURAL GAS					
	12,491.00	0.00	12,491.00	10,073.35	0.00	2,417.65	80.6%
60460200 523010		WATER UTILITY CHARGES					
	2,080.00	0.00	2,080.00	1,965.22	0.00	114.78	94.5%
60460200 524020		REPAIR / MAINT - VEHICLES					
	7,000.00	0.00	7,000.00	1,670.62	0.00	5,329.38	23.9%
60460200 525075		REPAIR / MAINT - PUMP STATIONS					
	102,500.00	0.00	102,500.00	145,545.60	0.00	-43,045.60	142.0%

## Town of Tyngsborough

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13							
ACCOUNTS FOR: 604 SEWER ENTERPRISE FUND							
	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
60460200 527030		BUILDING RENTAL EXPENSE					
	30,000.00	0.00	30,000.00	18,000.00	0.00	12,000.00	60.0%
60460200 530110		LEGAL SERVICES					
	45,000.00	0.00	45,000.00	110,459.82	0.00	-65,459.82	245.5%
60460200 530500		CONF / TRAINING / SEMINARS					
	2,318.00	0.00	2,318.00	0.00	0.00	2,318.00	.0%
60460200 530700		ENGINEERING SRVS					
	25,000.00	0.00	25,000.00	24,876.25	0.00	123.75	99.5%
60460200 530900		PROFESSIONAL SERVICES - OTHER					
	13,000.00	0.00	13,000.00	1,311.68	0.00	11,688.32	10.1%
60460200 534010		POSTAGE					
	4,556.00	0.00	4,556.00	3,714.41	0.00	841.59	81.5%
60460200 534020		TELEPHONE / COMMUNICATIONS					
	12,876.00	0.00	12,876.00	6,227.14	0.00	6,648.86	48.4%
60460200 534030		LEGAL NOTICES					
	4,000.00	0.00	4,000.00	670.69	0.00	3,329.31	16.8%
60460200 541010		GASOLINE & DIESEL					
	7,000.00	0.00	7,000.00	6,299.33	0.00	700.67	90.0%
60460200 542010		OFFICE SUPPLIES					
	1,500.00	0.00	1,500.00	336.40	0.00	1,163.60	22.4%
60460200 543010		BUILDING & EQUIPMENT SUPPLIES					
	7,500.00	0.00	7,500.00	2,684.13	0.00	4,815.87	35.8%
60460200 569500		IMA - CHELMSFORD					
	417,997.00	0.00	417,997.00	303,097.31	0.00	114,899.69	72.5%
60460200 569505		IMA - DRACUT					
	321,489.00	0.00	321,489.00	237,260.05	0.00	84,228.95	73.8%
60460200 569510		IMA - LOWELL					
	8,903.00	0.00	8,903.00	15,427.25	0.00	-6,524.25	173.3%
60460200 571010		TRAVEL EXPENSE					
	58.00	0.00	58.00	0.00	0.00	58.00	.0%
60460200 573010		DUES / SUBS / MEMBERSHIPS					
	2,060.00	0.00	2,060.00	200.00	0.00	1,860.00	9.7%
60460200 580000		CAPITAL PROJECTS / ASSETS					
	908,422.00	0.00	908,422.00	127,746.79	0.00	780,675.21	14.1%
60460200 585100		ADD'L EQUIP - VEHICLES					
	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00	.0%
60460200 596001		GENERAL FUND REIMBURSEMENT					
	89,580.00	0.00	89,580.00	89,580.00	0.00	0.00	100.0%
TOTAL SEWER EXPENSES	2,110,615.00	0.00	2,110,615.00	1,172,662.44	0.00	937,952.56	55.6%
<b>60460700 SEWER DEBT</b>							
60460700 591000		DEBT PRIN (L/T) - NON-EXEMPT					
	72,799.00	0.00	72,799.00	72,799.37	0.00	-0.37	100.0%



## Town of Tyngsborough



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13							
ACCOUNTS FOR: 600 SEWER ENTERPRISE FUND							
ORIGINAL APPROX	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
60460700 592000	DEBT INT (L/T) - NON-EXEMPT						
29,795.00	0.00	29,795.00	25,287.71	0.00	4,507.29	84.9%	
TOTAL SEWER DEBT							
102,594.00	0.00	102,594.00	98,087.08	0.00	4,506.92	95.6%	
60460701 SEW DEBT INT (L/T) PHASE I WEST							
60460701 591000	DEBT PRIN - PHASE I WEST						
340,149.00	0.00	340,149.00	340,149.00	0.00	0.00	100.0%	
60460701 592000	DEBT INT (L/T) PHASE I WEST						
169,788.00	0.00	169,788.00	169,788.30	0.00	-0.30	100.0%	
TOTAL SEW DEBT INT (L/T) PHASE I WES							
509,937.00	0.00	509,937.00	509,937.30	0.00	-0.30	100.0%	
60460702 SEW DEBT INT (L/T) PHASE 2							
60460702 592000	DEBT INT (L/T) PHASE 2						
121,893.00	0.00	121,893.00	0.00	0.00	121,893.00	.0%	
TOTAL SEW DEBT INT (L/T) PHASE 2							
121,893.00	0.00	121,893.00	0.00	0.00	121,893.00	.0%	
60460800 SEW ENCUMBRANCE							
60460800 570000	SEWER ENCUMBRANCES						
0.00	78,763.00	78,763.00	238.00	0.00	78,525.00	.3%	
TOTAL SEW ENCUMBRANCE							
0.00	78,763.00	78,763.00	238.00	0.00	78,525.00	.3%	
TOTAL SEWER ENTERPRISE							
3,180,318.00	78,763.00	3,259,081.00	2,102,131.15	0.00	1,156,949.85	64.5%	
TOTAL SEWER ENTERPRISE FUND							
3,180,318.00	78,763.00	3,259,081.00	2,102,131.15	0.00	1,156,949.85	64.5%	
TOTAL EXPENSES							
3,180,318.00	78,763.00	3,259,081.00	2,102,131.15	0.00	1,156,949.85		

## Town of Tyngsborough



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13						
ORIGINAL APPROX	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
3,180,318.00	78,763.00	3,259,081.00	2,102,131.15	0.00	1,156,949.85	64.5%

\*\* END OF REPORT - Generated by David Andrus \*\*

## Town of Tyngsborough



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13								
ACCOUNTS FOR: 640 AMBULANCE ENTERPRISE FUND								
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
211 AMBULANCE SERVICE								
64231100 AMB SAL & WAGES - PERMANENT								
64231100 511260	PERMANENT							
448,310.00	0.00	448,310.00	404,028.97	0.00	44,281.03	90.1%		
64231100 513120	OVERTIME							
28,640.00	0.00	28,640.00	10,586.19	0.00	18,053.81	37.0%		
64231100 515010	HOLIDAY / SICK / VACATION							
20,000.00	0.00	20,000.00	40,140.60	0.00	-20,140.60	200.7%		
64231100 517000	FRINGE BENEFITS							
49,086.46	0.00	49,086.46	49,086.46	0.00	0.00	100.0%		
TOTAL AMB SAL & WAGES - PERMANENT								
546,036.46	0.00	546,036.46	503,842.22	0.00	42,194.24	92.3%		
64231200 AMB EXPENSES								
64231200 524020	REPAIR / MAINT - VEHICLES							
7,000.00	0.00	7,000.00	23,222.30	0.00	-16,222.30	331.7%		
64231200 530920	BILLING SERVICES							
24,320.00	0.00	24,320.00	27,051.21	0.00	-2,731.21	111.2%		
64231200 541010	GASOLINE & DIESEL							
6,000.00	0.00	6,000.00	8,449.63	0.00	-2,449.63	140.8%		
64231200 542010	OFFICE SUPPLIES							
400.00	0.00	400.00	0.00	0.00	400.00	.0%		
64231200 548010	VEHICLES SUPPLIES							
500.00	0.00	500.00	675.53	0.00	-175.53	135.1%		
64231200 550010	SUPPLIES - DISPOSABLE							
7,500.00	0.00	7,500.00	3,647.34	0.00	3,852.66	48.6%		
64231200 550050	EQUIPMENT - DURABLE							
4,000.00	0.00	4,000.00	1,757.00	0.00	2,243.00	43.9%		
64231200 596001	GENERAL FUND REIMBURSEMENT							
13,968.04	0.00	13,968.04	13,968.04	0.00	0.00	100.0%		
TOTAL AMB EXPENSES								
63,688.04	0.00	63,688.04	78,774.05	0.00	-15,083.01	123.7%		
TOTAL AMBULANCE SERVICE								
609,724.50	0.00	609,724.50	582,613.27	0.00	27,111.23	95.6%		

## Town of Tyngsborough



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13						
ACCOUNTS FOR: 640 AMBULANCE ENTERPRISE FUND						
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL AMBULANCE ENTERPRISE FUND						
609,724.50	0.00	609,724.50	582,613.27	0.00	27,111.23	95.6%
TOTAL EXPENSES						
609,724.50	0.00	609,724.50	582,613.27	0.00	27,111.23	

## Town of Tyngsborough



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 13						
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
609,724.50	0.00	609,724.50	582,613.27	0.00	27,111.23	95.6%

\*\* END OF REPORT - Generated by David Andrus \*\*



Tyngsborough  
Trust Fund Balance Detail  
as of June 30, 2023  
(Unaudited)

Fund Number	Fund Name	Accounts Receivable	Deferred Revenue	Fund Balance 6/30/2023	Receipts thru 9/30/2023	BAN's	Remaining Deficit 6/30/2023
820	DAN LAWRENCE			8,000.00			0.00
820	LAWRENCE WOOD			1,000.00			0.00
820	TOWN FARM			7,000.00			0.00
820	LAWRENCE & TOWN			2,000.00			0.00
820	SCHOOL			5,000.00			0.00
820	SCHOOL CHARLES			2,000.00			0.00
820	CEMETERY PERPETUAL			233,747.50			0.00
820	CEMETERY CLARA			500.00			0.00
820	LIBRARY TRUST MARY			5,000.00			0.00
820	LIBRARY TRUST LUCY			4,000.00			0.00
820	LIBRARY TRUST FRED			2,000.00			0.00
820	LIBRARY TRUST BENNETT			300.00			0.00
820	LIBRARY TRUST BRIDGES			100.00			0.00
820	LIBRARY TRUST ELLIOT			1,100.00			0.00
820	LIBRARY TRUST NORRIS			955.00			0.00
820	LIBRARY TRUST PARK			148.12			0.00
820	LIBRARY TRUST PERHAM			1,000.00			0.00
820	LIBRARY TRUST CARL			1,000.00			0.00
820	HISTORIC COMM			320.00			0.00
800	OPEB			467,075.09			0.00
800	SENIOR TAX RELIEF			12,025.11			0.00
800	LOCAL SCHOLARSHIP			4,160.38			0.00
800	CONSERVATION			31,758.54			0.00
840	INVESTMENT ADJ			(3,306.87)			(3,306.87)
840	DAN LAWRENCE			15,806.14			0.00
840	LAWRENCE WOOD			4,644.21			0.00
840	TOWN FARM			631.24			0.00
840	LAWRENCE & TOWN			12,074.98			0.00
840	SCHOOL			615.77			0.00
840	SCHOOL CHARLES			228.50			0.00
840	SCHOOL EDUCATION			1,283.54			0.00
840	SCHOOL WANG			1,969.55			0.00
840	SCHOOL RUTH			(0.01)			(0.01)
840	SCHOOL MICHAEL			7,779.00			0.00
840	CEMETERY PERPETUAL			107,028.78			0.00
840	CEMETERY CLARA			6,606.61			0.00
840	CEMETERY DAVID			1,819.92			0.00
840	LIBRARY TRUST MARY			83,612.75			0.00
840	LIBRARY TRUST LUCY			158,300.82			0.00
840	LIBRARY TRUST FRED			59,200.53			0.00
840	LIBRARY TRUST POLLY			1,501.03			0.00
840	LIBRARY TRUST MARY F			484.06			0.00
840	LIBRARY TRUST ELLIOT			5,045.83			0.00
840	LIBRARY TRUST NORRIS			2,550.81			0.00
840	LIBRARY TRUST PARK			1,030.09			0.00
840	LIBRARY TRUST PERHAM			9,285.70			0.00
840	LIBRARY TRUST CARL			5,107.10			0.00
840	LIBRARY TRUST COBURN			1,554.00			0.00
840	LIBRARY TRUST KEYES			545.61			0.00
840	HISTORIC COMM			1,403.19			0.00
850	TOWN FARM			200.00			0.00
860	AFFORDABLE HOUSING			26,745.63			0.00
290	STABILIZATION			2,999,163.95			0.00
290	CAP ASSETS STAB			625,445.33			0.00
290	BILLBOARD STAB			17,168.00			0.00
290	DEBT STAB			0.00			0.00
290	STORMWATER			134,162.02			0.00
290	SP ED STABILIZATION			1,123,743.05			0.00
290	ROAD MAINT			20,000.00			0.00
290-145-3590-000	FB - COMPENSATED ABSENCES			(851.70)			(851.70)
Total Expendable Trust Fund Balance				6,222,778.90	0.00	0.00	(4,158.58)

**Town of Tyngsborough, Massachusetts**  
**Outstanding Long Term Debt**  
**As of June 30, 2023**

**Total Net Debt Service**

DATE	PRINCIPAL	INTEREST	NET NEW D/S
06/30/2023	-	-	-
06/30/2024	1,872,264.99	637,500.32	2,509,765.31
06/30/2025	1,877,773.80	551,146.50	2,428,920.30
06/30/2026	1,578,627.52	491,012.69	2,069,640.21
06/30/2027	1,504,293.74	439,465.20	1,943,758.94
06/30/2028	1,260,747.87	395,347.88	1,656,095.75
06/30/2029	1,095,843.00	359,941.33	1,455,784.33
06/30/2030	987,697.00	330,785.12	1,318,482.12
06/30/2031	794,928.00	309,657.74	1,104,585.74
06/30/2032	612,543.00	293,426.43	1,105,969.43
06/30/2033	630,551.00	276,833.29	1,107,384.29
06/30/2034	848,960.00	259,870.14	1,108,830.14
06/30/2035	867,780.00	242,528.75	1,110,308.75
06/30/2036	887,020.00	224,800.62	1,111,820.62
06/30/2037	906,687.00	206,677.11	1,113,364.11
06/30/2038	926,793.00	188,149.33	1,114,942.33
06/30/2039	947,348.00	169,208.22	1,116,556.22
06/30/2040	968,360.00	149,844.59	1,118,204.59
06/30/2041	974,297.00	130,204.34	1,104,501.34
06/30/2042	389,096.00	110,281.20	499,377.20
06/30/2043	398,164.00	101,901.76	500,065.76
06/30/2044	380,769.00	93,325.82	474,094.82
06/30/2045	389,823.00	84,948.90	474,771.90
06/30/2046	399,093.00	76,372.80	475,465.80
06/30/2047	408,563.00	67,592.76	476,175.76
06/30/2048	418,299.00	58,603.94	476,902.94
06/30/2049	428,246.00	49,401.36	477,647.36
06/30/2050	438,430.00	39,979.94	478,409.94
06/30/2051	448,855.00	30,334.48	479,189.48
06/30/2052	459,529.00	20,459.68	479,988.68
06/30/2053	470,456.00	10,350.04	480,806.04
Total	\$24,971,857.92	\$6,399,952.28	\$31,371,810.20

**Par Amounts Of Selected Issues**

November 1 2004 -School (New Elementary) (IE)	520,000.00
November 16 2005 MWPAT CW-03-27 (I)	15,964.00
December 15 2009 MWPAT CW-06-20 (I) Revised	54,387.92
December 15 2009 MWPAT CW-06-20-A (I)	24,404.00
August 15 2013 -School Boilers (I)	120,000.00
August 15 2013 -Fire Truck (I)	110,000.00
August 15 2013 -Fire Truck 2 (I)	75,000.00
August 15 2013 -Wash Station Completion (I)	35,000.00
August 15 2013 -Pierce Field Bleachers (I)	60,000.00
August 15 2013 -Dump Truck w/ Plow (I)	15,000.00
August 15 2013 -Wood Chipper (I)	5,000.00
August 15 2013 -School Technology (I)	5,000.00
October 19 2017 -Remodeling Old Town Hall (I)	825,000.00
October 19 2017 -School Facilities Concession Stand (I)	40,000.00
October 19 2017 -HS Roof & Boiler Replacement (OE)	110,000.00
August 22 2019 -First Parish Building Renovations (I)	1,190,000.00
August 22 2019 -Add1 First Parish Building Renovation (I)	100,000.00
August 22 2019 -Fire Engine 3 Replacement (I)	390,000.00
August 22 2019 -Pierce Field Turf Replacement (I)	210,000.00
August 22 2019 -Software (I)	185,000.00
August 22 2019 -Highway Departmental Vehicle (I)	110,000.00
August 22 2019 -Winslow School Asbestos Abatement (I)	60,000.00
October 24 2019 MCWT CW-18-04 (I)	218,997.00
MAY 11 2021 MCWT CW-15-10 (I)	8,523,366.00
MAY 11 2021 MCWT CW-19-03 (I)	457,094.00
June 23 2022 N/C -Building Maintenance (I)	60,000.00
June 23 2022 N/C -Station Building Maintenance (I)	5,000.00
June 23 2022 N/C -Station Exhaust System (I)	20,000.00
June 23 2022 N/C -1 Ton Dump Truck (I)	45,000.00
June 23 2022 N/C -6wh DT w/plow & sander replacement (I)	145,000.00
June 23 2022 N/C -Hot Box Trailer (I)	30,000.00
June 23 2022 N/C -Electric Car Charger (I)	5,000.00
June 23 2022 N/C -Cruiser Radios (I)	5,000.00
June 23 2022 N/C -Handgun Replacement (I)	15,000.00
June 23 2022 N/C -Patrol Rifles (I)	5,000.00
June 23 2022 N/C -TES Phone System Phase 2 (I)	20,000.00
June 23 2022 N/C -Highway 6wh Dump Truck (I)	135,000.00
June 23 2022 N/C -Police Generator (I)	20,000.00
June 23 2022 N/C -THS Elevator Repair (I)	55,000.00
June 23 2022 N/C -TPS Dump Truck (I)	55,000.00
June 23 2022 N/C -Engineer Vehicle (I)	30,000.00
June 23 2022 N/C -Streetlight Phase 1 (I)	35,000.00
June 23 2022 N/C -Town Hall Maintenance (I)	35,000.00
June 23 2022 N/C -Fire Station 1 Generator (I)	20,000.00
June 23 2022 N/C -Police Key FOB Phase 2 (I)	15,000.00
June 23 2022 N/C -Westford St. Culvert (I)	60,000.00
December 14 2022 MCWT CW-18-17 (I)	10,246,968.00
December 14 2022 MCWT CWP-20-11 (I)	450,677.00
<b>TOTAL</b>	<b>24,971,857.92</b>

Hilltop Securities  
Public Finance





**DLS**  
DIVISION OF LOCAL SERVICES  
MA DEPARTMENT OF REVENUE

## MA Department of Revenue

Division of Local Services  
Final Municipal Cherry Sheet Estimates  
Data current as 8/9/2023

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY2023

### NOTICE TO ASSESSORS OF ESTIMATED RECEIPTS

General Laws, Chapter 58, Section 25A

#### Tyngsborough

#### A. EDUCATION

##### Distributions and Reimbursements

Chapter 70	7,557,694
School Transportation	0
Charter Tuition Reimbursement	412,744
Smart Growth School Reimbursement	0
<b>Offset Items - Reserve for Direct Expenditure:</b>	
School Choice Receiving Tuition	236,338
<b>Sub-Total, All Education Items:</b>	<b>8,206,776</b>

#### B. GENERAL GOVERNMENT:

##### Distributions and Reimbursements

Unrestricted General Government Aid	1,119,491
Local Share of Racing Taxes	0
Regional Public Libraries	0
Veterans Benefits	105,424
Exemp: VBS and Elderly	62,977
State Owned Land	40,766
<b>Offset Items - Reserve for Direct Expenditure:</b>	
Public Libraries	25,888
<b>Sub-Total, All General Government:</b>	<b>1,354,546</b>

**C. TOTAL ESTIMATED RECEIPTS:** **9,561,322**

C.S. 1-ER      Commonwealth of Massachusetts Department of Revenue      FY2023  
 NOTICE TO ASSESSORS OF ESTIMATED CHARGES  
 General Laws, Chapter 59, Section 21

Tyngsborough

**A. COUNTY ASSESSMENTS:**

County Tax	0
Suffolk County Retirement	0
<b>Sub-Total, County Assessments:</b>	<b>0</b>

**B. STATE ASSESSMENTS AND CHARGES:**

Retired Employees Health Insurance	0
Retired Teachers Health Insurance	0
Mosquito Control Projects	0
Air Pollution Districts	3,912
Metropolitan Area Planning Council	0
Old Colony Planning Council	0
RMV Non-Renewal Surcharge	6,960
<b>Sub-Total, State Assessments:</b>	<b>10,872</b>

**C. TRANSPORTATION AUTHORITIES:**

MBTA	0
Boston Metro. Transit District	0
Regional Transit	90,016
<b>Sub-Total, Transportation Assessments:</b>	<b>90,016</b>

**D. ANNUAL CHARGES AGAINST RECEIPTS:**

Multi-Year Repayment Program	0
Special Education	0
<b>Sub-Total, Annual Charges Against Receipts:</b>	<b>0</b>

**E. TUITION ASSESSMENTS:**

School Choice Sending Tuition	191,971
Charter School Sending Tuition	1,617,521
<b>Sub-Total, Tuition Assessments:</b>	<b>1,809,492</b>

**F. TOTAL ESTIMATED CHARGES:**

**1,910,380**



MASSACHUSETTS DEPARTMENT OF REVENUE  
DIVISION OF LOCAL SERVICES  
BUREAU OF ACCOUNTS

**Tyngsborough**

TOWN

**TAX RATE RECAPITULATION**

**Fiscal Year 2024**

**I. TAX RATE SUMMARY**

Ia. Total amount to be raised (from page 2, IIe)	\$ 56,494,507.93
Ib. Total estimated receipts and other revenue sources (from page 2, IIIe)	23,299,089.80
Ic. Tax Levy (Ia minus Ib)	\$ 33,195,418.13
Id. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	88.6817	29,438,261.12	2,314,328,927.00	12.72	29,438,263.95
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	5.5681	1,848,354.08	145,309,918.00	12.72	1,848,342.16
Net of Exempt					
Industrial	3.6381	1,207,682.51	94,944,075.00	12.72	1,207,688.63
<b>SUBTOTAL</b>	<b>97.8879</b>		<b>2,554,582,920.00</b>		<b>32,494,294.74</b>
Personal	2.1121	701,120.43	55,119,763.00	12.72	701,123.39
<b>TOTAL</b>	<b>100.0000</b>		<b>2,609,702,683.00</b>		<b>33,195,418.13</b>

MUST EQUAL 1C

**Signatures**

**Assessors**

George Gaynor, Assessor , Tyngsborough , lwoekel@tyngsboroughma.gov 978-649-2300 | 11/17/2023 11:39 AM

Comment:

Lauren M. Woekel, Chief Assessor , Tyngsborough , lwoekel@tyngsboroughma.gov 978-649-2300 | 11/17/2023 8:38 AM

Comment:

Marie Lambert, Assessor , Tyngsborough 978-649-2300 | 11/17/2023 11:09 AM

Comment:

Ann Marie Conant, Assessor , Tyngsborough , lwoekel@tyngsboroughma.gov 978-649-2300 | 11/17/2023 1:06 PM

Comment:

**Documents**

No documents have been uploaded.

Do Not Write Below This Line — For Department of Revenue Use Only

Reviewed By: Bobbi Colburn

Date: 12/08/2023

MASSACHUSETTS DEPARTMENT OF REVENUE  
DIVISION OF LOCAL SERVICES  
BUREAU OF ACCOUNTS

Tyngsborough

TOWN

**TAX RATE RECAPITULATION**

**Fiscal Year 2024**

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**Approved:** Andrew Nelson

**Director of Accounts:** Deborah A. Wagner

*Deborah A. Wagner*



## GENERAL FUND EXPENDITURE REPORT

Dept No.	Name	Category	Budget	Expenses	Remaining
114	Town Meeting Moderator	Payroll	\$ 500.00	\$ 500.00	\$ -
114	Town Meeting Moderator	Total	\$ 500.00	\$ 500.00	\$ -
122	Select Board	Payroll	\$ 8,000.00	\$ 8,000.00	\$ -
122	Select Board	Expenses	\$ 27,500.00	\$ 20,805.86	\$ 6,694.14
122	Select Board	Total	\$ 35,500.00	\$ 28,805.86	\$ 6,694.14
123	Town Manager	Payroll	\$ 321,210.00	\$ 305,511.32	\$ 15,698.68
123	Town Manager	Expenses	\$ 9,000.00	\$ 7,122.52	\$ 1,877.48
123	Town Manager	Total	\$ 330,210.00	\$ 312,633.84	\$ 17,576.16
131	Finance Committee	Expenses	\$ 825.00	\$ 428.00	\$ 397.00
131	Finance Committee	Total	\$ 825.00	\$ 428.00	\$ 397.00
132	Reserve Fund	Expenses	\$ 50,000.00		\$ 50,000.00
132	Reserve Fund	Total	\$ 50,000.00	\$ -	\$ 50,000.00
135	Town Accountant	Payroll	\$ 148,926.00	\$ 148,349.20	\$ 576.80
135	Town Accountant	Expenses	\$ 41,750.00	\$ 25,485.55	\$ 16,264.45
135	Town Accountant	Total	\$ 190,676.00	\$ 173,834.75	\$ 16,841.25
136	Annual Audit	Expenses	\$ 8,700.00	\$ 8,700.00	\$ -
136	Annual Audit	Total	\$ 8,700.00	\$ 8,700.00	\$ -
141	Assessors	Payroll	\$ 145,549.00	\$ 140,647.94	\$ 4,901.06
141	Assessors	Expenses	\$ 52,500.00	\$ 49,711.72	\$ 2,788.28
141	Assessors	Total	\$ 198,049.00	\$ 190,359.66	\$ 7,689.34
145	Treasure / Collector	Payroll	\$ 202,752.00	\$ 193,918.59	\$ 8,833.41
145	Treasure / Collector	Expenses	\$ 72,350.00	\$ 72,208.69	\$ 141.31

## GENERAL FUND EXPENDITURE REPORT

Dept No.	Name	Category	Budget	Expenses	Remaining
			\$	\$	\$
145	Treasure / Collector	Total	275,102.00	266,127.28	8,974.72
			\$	\$	\$
151	Town Counsel	Expenses	49,500.00	46,846.67	2,653.33
			\$	\$	\$
151	Town Counsel	Total	49,500.00	46,846.67	2,653.33
			\$	\$	\$
152	Personnel	Payroll	71,750.00	71,475.11	274.89
			\$	\$	\$
152	Personnel	Expenses	5,000.00	4,223.91	776.09
			\$	\$	\$
152	Personnel	Total	76,750.00	75,699.02	1,050.98
			\$	\$	\$
155	Technology	Payroll	129,866.00	121,720.70	8,145.30
			\$	\$	\$
155	Technology	Expenses	193,059.00	205,085.44	(12,026.44)
			\$	\$	\$
155	Technology	Total	322,925.00	326,806.14	(3,881.14)
			\$	\$	\$
159	Other Legal Services	Expenses	64,000.00	43,657.82	20,342.18
			\$	\$	\$
159	Other Legal Services	Total	64,000.00	43,657.82	20,342.18
			\$	\$	\$
160	Town Clerk	Payroll	104,693.00	105,048.20	(355.20)
			\$	\$	\$
160	Town Clerk	Expenses	1,770.00	877.06	892.94
			\$	\$	\$
160	Town Clerk	Total	106,463.00	105,925.26	537.74
			\$	\$	\$
162	Elections/Registration	Payroll	20,000.00	16,055.24	3,944.76
			\$	\$	\$
162	Elections/Registration	Expenses	25,000.00	22,951.63	2,048.37
			\$	\$	\$
162	Elections/Registration	Total	45,000.00	39,006.87	5,993.13
			\$	\$	\$
169	Other Licensing And Reg	Expenses	450.00	351.95	98.05
			\$	\$	\$
169	Other Licensing And Reg	Total	450.00	351.95	98.05
			\$	\$	\$
171	Conservation Commission	Payroll	67,587.00	67,898.30	(311.30)
			\$	\$	\$
171	Conservation Commission	Expenses	7,550.00	7,087.22	462.78
			\$	\$	\$
171	Conservation Commission	Total	75,137.00	74,985.52	151.48



## GENERAL FUND EXPENDITURE REPORT

Dept No.	Name	Category	Budget	Expenses	Remaining
			\$	\$	\$
175	Planning Board	Payroll	124,484.00	125,034.27	(550.27)
			\$	\$	\$
175	Planning Board	Expenses	12,400.00	12,400.00	-
			\$	\$	\$
175	Planning Board	Total	136,884.00	137,434.27	(550.27)
			\$	\$	\$
176	Zoning Board Of Appeals	Expenses	1,350.00	156.55	1,193.45
			\$	\$	\$
176	Zoning Board Of Appeals	Total	1,350.00	156.55	1,193.45
			\$	\$	\$
178	Storm Water	Payroll	7,500.00	7,500.00	-
			\$	\$	\$
178	Storm Water	Expenses	59,200.00	72,242.49	(13,042.49)
			\$	\$	\$
178	Storm Water	Total	66,700.00	79,742.49	(13,042.49)
			\$	\$	\$
192	Public Buildings And Prop	Payroll	5,000.00	5,000.00	-
			\$	\$	\$
192	Public Buildings And Prop	Expenses	177,500.00	168,899.61	8,600.39
			\$	\$	\$
192	Public Buildings And Prop	Total	182,500.00	173,899.61	8,600.39
			\$	\$	\$
195	Town Reports	Expenses	900.00	900.00	-
			\$	\$	\$
195	Town Reports	Total	900.00	900.00	-
			\$	\$	\$
199	Media	Payroll	123,415.00	79,065.21	44,349.79
			\$	\$	\$
199	Media	Expenses	92,061.00	86,465.66	5,595.34
			\$	\$	\$
199	Media	Total	215,476.00	165,530.87	49,945.13
			\$	\$	\$
210	Police Department	Payroll	2,541,616.00	2,534,200.69	7,415.31
			\$	\$	\$
210	Police Department	Expenses	345,476.00	344,571.14	904.86
			\$	\$	\$
210	Police Department	Total	2,887,092.00	2,878,771.83	8,320.17
			\$	\$	\$
211	Police Station	Payroll	30,401.00	30,218.38	182.62
			\$	\$	\$
211	Police Station	Expenses	38,300.00	36,972.35	1,327.65
			\$	\$	\$
211	Police Station	Total	68,701.00	67,190.73	1,510.27

## GENERAL FUND EXPENDITURE REPORT

Dept No.	Name	Category	Budget \$	Expenses \$	Remaining \$
215	Communication Center	Payroll	525,779.00	520,295.33	5,483.67
215	Communication Center	Expenses	64,750.00	64,210.59	539.41
215	Communication Center	Total	590,529.00	584,505.92	6,023.08
216	SRO Program	Payroll	255,309.00	262,221.54	(6,912.54)
216	SRO Program	Expenses	16,060.00	16,118.23	(58.23)
216	SRO Program	Total	271,369.00	278,339.77	(6,970.77)
220	Fire Department	Payroll	1,049,487.00	1,061,309.72	(11,822.72)
220	Fire Department	Expenses	195,500.00	196,061.28	(561.28)
220	Fire Department	Total	1,244,987.00	1,257,371.00	(12,384.00)
241	Building Inspection	Payroll	136,083.00	135,134.52	948.48
241	Building Inspection	Expenses	23,000.00	20,554.62	2,445.38
241	Building Inspection	Total	159,083.00	155,689.14	3,393.86
242	Gas Inspection	Payroll	32,145.00	30,255.40	1,889.60
242	Gas Inspection	Total	32,145.00	30,255.40	1,889.60
245	Electrical Inspection	Payroll	32,145.00	26,312.20	5,832.80
245	Electrical Inspection	Total	32,145.00	26,312.20	5,832.80
291	Emergency Management	Payroll	1,500.00	1,500.00	-
291	Emergency Management	Expenses	800.00	687.13	112.87
291	Emergency Management	Total	2,300.00	2,187.13	112.87
292	Animal Inpection And Con	Expenses	30,500.00	30,500.00	-
292	Animal Inpection And Con	Total	30,500.00	30,500.00	-
294	Forestry	Expenses	10,000.00	10,086.68	(86.68)



## GENERAL FUND EXPENDITURE REPORT

Dept No.	Name	Category	Budget	Expenses	Remaining
			\$	\$	\$
294	Forestry	Total	10,000.00	10,086.68	(86.68)
			\$	\$	\$
300	School Department	Total	22,243,900.00	22,243,900.00	-
			\$	\$	\$
301	Regional School District	Expenses	1,479,438.00	1,479,438.00	-
			\$	\$	\$
301	Regional School District	Total	1,479,438.00	1,479,438.00	-
			\$	\$	\$
410	Engineering	Payroll	107,121.00	106,713.69	407.31
			\$	\$	\$
410	Engineering	Expenses	257,600.00	255,936.26	1,663.74
			\$	\$	\$
410	Engineering	Total	364,721.00	362,649.95	2,071.05
			\$	\$	\$
421	Highway And Street	Payroll	29,095.00	29,237.07	(142.07)
			\$	\$	\$
421	Highway And Street	Expenses	28,650.00	29,085.82	(435.82)
			\$	\$	\$
421	Highway And Street	Total	57,745.00	58,322.89	(577.89)
			\$	\$	\$
422	Highway & Streets Const	Payroll	668,908.00	657,524.00	11,384.00
			\$	\$	\$
422	Highway & Streets Const	Expenses	153,000.00	140,443.27	12,556.73
			\$	\$	\$
422	Highway & Streets Const	Total	821,908.00	797,967.27	23,940.73
			\$	\$	\$
423	Snow & Ice Removal	Payroll	37,500.00	75,682.19	(38,182.19)
			\$	\$	\$
423	Snow & Ice Removal	Expenses	212,500.00	422,418.18	(209,918.18)
			\$	\$	\$
423	Snow & Ice Removal	Total	250,000.00	498,100.37	(248,100.37)
			\$	\$	\$
424	Street Lighting	Expenses	20,000.00	25,351.93	(5,351.93)
			\$	\$	\$
424	Street Lighting	Total	20,000.00	25,351.93	(5,351.93)
			\$	\$	\$
425	Vehicle Maintenance	Expenses	109,000.00	112,317.81	(3,317.81)
			\$	\$	\$
425	Vehicle Maintenance	Total	109,000.00	112,317.81	(3,317.81)
			\$	\$	\$
430	Waste Collection	Payroll	500.00	427.73	72.27
			\$	\$	\$
430	Waste Collection	Expenses	1,105,441.00	968,985.74	136,455.26

## GENERAL FUND EXPENDITURE REPORT

Dept No.	Name	Category	Budget	Expenses	Remaining
			\$	\$	\$
430	Waste Collection	Total	1,105,941.00	969,413.47	136,527.53
			\$	\$	\$
491	Cemetery	Payroll	26,806.00	21,550.25	5,255.75
			\$	\$	\$
491	Cemetery	Expenses	12,150.00	7,571.41	4,578.59
			\$	\$	\$
491	Cemetery	Total	38,956.00	29,121.66	9,834.34
			\$	\$	\$
510	Board of Health	Payroll	111,268.00	112,650.79	(1,382.79)
			\$	\$	\$
510	Board of Health	Expenses	38,750.00	38,790.00	(40.00)
			\$	\$	\$
510	Board of Health	Total	150,018.00	151,440.79	(1,422.79)
			\$	\$	\$
520	Other Clinical Services	Expenses	200.00	-	200.00
			\$	\$	\$
520	Other Clinical Services	Total	200.00	-	200.00
			\$	\$	\$
541	Council on Aging	Payroll	134,999.00	134,377.84	621.16
			\$	\$	\$
541	Council on Aging	Expenses	24,100.00	28,439.31	(4,339.31)
			\$	\$	\$
541	Council on Aging	Total	159,099.00	162,817.15	(3,718.15)
			\$	\$	\$
543	Veterans	Payroll	80,300.00	80,593.56	(293.56)
			\$	\$	\$
543	Veterans	Expenses	174,350.00	162,064.38	12,285.62
			\$	\$	\$
543	Veterans	Total	254,650.00	242,657.94	11,992.06
			\$	\$	\$
610	Library	Payroll	332,381.00	303,781.95	28,599.05
			\$	\$	\$
610	Library	Expenses	109,342.00	108,138.48	1,203.52
			\$	\$	\$
610	Library	Total	441,723.00	411,920.43	29,802.57
			\$	\$	\$
630	Recreation	Payroll	77,256.00	77,611.64	(355.64)
			\$	\$	\$
630	Recreation	Expenses	121,652.00	110,940.30	10,711.70
			\$	\$	\$
630	Recreation	Total	198,908.00	188,551.94	10,356.06
			\$	\$	\$
691	Historical	Expenses	900.00	-	900.00



## GENERAL FUND EXPENDITURE REPORT

Dept No.	Name	Category	Budget	Expenses	Remaining
			\$	\$	\$
691	Historical	Total	900.00	-	900.00
			\$	\$	\$
692	Memorial Day	Expenses	900.00	700.00	200.00
			\$	\$	\$
692	Memorial Day	Total	900.00	700.00	200.00
			\$	\$	\$
710	Debt Principal	Total	891,361.00	901,160.83	(9,799.83)
			\$	\$	\$
751	Debt Interest	Total	159,345.00	142,286.29	17,058.71
			\$	\$	\$
820	Cherry Sheet Offsets	Total	249,909.00	249,909.00	-
	ASM NMCOG		\$	\$	\$
840	Assessment	Total	3,895.00	3,895.00	-
			\$	\$	\$
945	Risk Management	Total	7,804,863.00	7,661,549.07	143,313.93
			\$	\$	\$
		Total	44,569,828.00	44,267,014.02	302,813.98

# Elections & Town Meeting





## ANNUAL TOWN MEETING MINUTES May 2, 2023

**Place:** Tyngsborough Elementary School  
**Moderator:** Robert L. Kydd, Jr.

**Time:** 7:04 PM  
**Voters:** 225

Meeting opened with the Pledge of Allegiance.

**Motion:** To allow the following non-residents to speak at the meeting: Matthew Hanson, Town Manager, Richard Howe, Police Chief, Attorney Brian Winner, Town Counsel, David Andrus, Town Accountant, Eric Salerno, Town Planner & Economic Development Director and Rony Camille, Media Director.

**Action:** Does carry.

### **Article 1: Reports of the Town Officers and Committees**

To see if the Town will vote to accept the reports of the Town Officers and Committees as printed, or take any other action relative thereto.

**Motion:** To approve Articles 1, 2 and 6 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

### **Article 2: Appropriate Commonwealth Transportation Infrastructure (CTI)**

To see if the Town will vote to appropriate \$3,347.80 as received from the Commonwealth Transportation Infrastructure (CTI) Fund to the TNC Special Revenue Account, which funds must be used "to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in [G.L. c. 90I, § 1] and other programs that support alternative modes of transportation," or take any other action relative thereto.

**Motion:** To approve Articles 1, 2 and 6 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

### **Article 3: Deposits to Stabilization Funds**

To see if the Town will vote to transfer the sum of \$210,000 from the following sources to the following Stabilization Funds, for the purposes hereafter specified:

Amount	Fund	From	Purpose
\$200,000	Capital Asset Stabilization Fund	Certified Free Cash	Reserved for expenditure on capital assets
\$10,000	Stormwater Stabilization Fund	FY24 Receipts	Funding compliance with Federal, State, or Local stormwater regulations or local stormwater infrastructure improvements

or take any other action relative thereto.

**Motion:** To approve as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

#### Article 4: Authorize Appropriations from Stabilization Funds for Fiscal Year 2024

To see if the Town will vote to authorize the Select Board to expend up to the following amounts from the following Stabilization Funds, for the following purposes, or take any other action relative thereto.

Amount	Fund	Purpose
\$800,000	Road Stabilization Fund	Roadway improvements, including the related incidental costs such as, but not limited to, drainage, pedestrian access, lighting, and signage
\$30,000	Stormwater Stabilization Fund	Funding compliance with Federal, State, or Local stormwater regulations or local stormwater infrastructure improvements
\$234,000	Special Ed Stabilization Fund	Funding unanticipated or unbudgeted costs of special education, out-of-district tuition, or transportation

**Motion:** To approve as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

#### Article 5: Continue and Approve Revolving Funds

To see if the Town will vote to establish, pursuant to the authority granted under Massachusetts General Laws Chapter 44, Section 53E½, FY24 spending limits for the following revolving funds, to be expended in accordance with Article XLIV DEPARTMENTAL REVOLVING FUNDS, Section 5: Table of Authorized Revolving Funds, or take any other action relative thereto.

Fund	Programs and Purposes	Departmental Receipts	Authorization to Expend Funds	FY24 Spending Limit
Fire Department	Fire programs and materials	Hazmat fees	Select Board	\$ 10,000
Recreation & Parks Committee	Recreational programs and activities	Fees collected from participants	Select Board	\$120,000
Public Building Rentals	Public buildings operation and maintenance	Fees collected from rentals	Select Board	\$ 50,000
Rec Field Use	Field maintenance	Field use fees	Recreation Department	\$ 50,000
Recycling Committee	Recycling programs and materials	Fees collected from participants	Board of Health	\$ 50,000
Bulky Items	Collection and disposal of bulky items and appliances	Fees collected from participants	Board of Health	\$ 60,000
Board of Health Medicare	Reimbursement program for Medicare Plan members	Medicare reimbursements	Board of Health	\$ 6,000



Wetland Protection	Conservation Commission activities	Fees from local Wetland Protection By-law	Conservation Commission	\$ 20,000
Stormwater Fund	Conservation Commission activities	Fees from local Stormwater Protection By-law	Conservation Commission	\$ 20,000
Sealer of Weights and Measures	Inspection activities	Fees collected from participants	Select Board	\$ 3,000
Police Details	Police Traffic Details	Citations	Select Board	\$ 30,000
PEG	Audio and visual equipment and supplies	User fees and rental fees	Select Board	\$ 3,000
Road Maintenance	Roadway improvements, including the related incidental costs such as, but not limited to, drainage, pedestrian access, lighting, and signage	Pavement Impact Fees, Road Opening Fees	Select Board	\$200,000

**Motion:** To approve as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

#### **Article 6: Authorization of the Select Board Regarding Contracts in Excess of Three Years**

To see if the Town will vote to authorize the Select Board to enter into Lease/Purchase Agreements up to five years to lease or purchase equipment for the Town, said contracts to be subject to annual appropriations, or take any other action relative thereto.

**Motion:** To approve Articles 1, 2 and 6 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

#### **Article 7: Appropriation – General Fund for Fiscal Year 2024**

To see if the Town will vote to raise and appropriate and/or transfer from available funds such sums of money as may be necessary to fund Town expenses for Fiscal Year 2024 (July 1, 2023 - June 30, 2024), or take any other action relative thereto. (*Budget attachment as Exhibit A*)

**Motion:** To move Article 7 to the end of the meeting to allow time to review the budget.

**Action:** Does carry.

#### **Article 8: Compensation of Elected Officials**

To see if the Town will vote to fix the salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the Massachusetts General Laws, as amended, for the Fiscal Year 2024 (July 1, 2023 - June 30, 2024), or take any other action relative thereto.

Salaries of the Elected Officials are included in the Department Appropriations submitted within Article 2.

	SALARIES 7/01/22 6/30/23	REQUEST SALARIES 7/01/23 6/30/24	RECOMMENDED 7/01/23 6/30/24
<u>Elective Town Officers</u>			
Moderator	\$ 500	\$ 500	\$ 500
Select Board (5)			
Chairman	\$ 2,000	\$ 2,000	\$ 2,000
Members (4)	\$ 1,500	\$ 1,500	\$ 1,500
Town Clerk	\$ 72,357	\$ 74,166	\$ 74,166
Assessors (3)			
Chairman	\$ 0	\$ 0	\$ 0
Member (2)	\$ 0	\$ 0	\$ 0
Board of Health			
Chairman	\$ 1,000	\$ 1,000	\$ 1,000
Members (4)	\$ 800	\$ 800	\$ 800
Tree Warden	\$ 0	\$ 0	\$ 0
Cemetery Commissioners (3)	\$ 0	\$ 0	\$ 0
School Committee (7)	\$ 0	\$ 0	\$ 0
Library Trustees (6)	\$ 0	\$ 0	\$ 0
Sewer Commissioners (3)			
Chairman	\$ 1,000	\$ 2,500	\$ 1,000
Member (2)	\$ 800	\$ 2,000	\$ 800
Planning Board (5)			
Chairman	\$ 1,000	\$ 1,000	\$ 1,000
Members (4)	\$ 800	\$ 800	\$ 800
Finance Committee (5)	\$ 0	\$ 0	\$ 0
Constables (2)	\$ 0	\$ 0	\$ 0
Greater Lowell Technical HS (1)	\$ 0	\$ 0	\$ 0

**Motion:** To approve Article 8 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

#### Article 9: Transfer of Funds from Free Cash

To see if the Town will vote to transfer from free cash the following sums of money, for the following purposes, or take any other action relative thereto.

Amount	To	For the following purpose:
\$52,500	Other Post-Employment Benefits (OPEB) Trust Fund	Meet long-term OPEB Funding Plan commitment
\$200,000	Capital Account	Fund the 2023 Roads Program as outlined in the FY2024 Capital Asset Management Committee report.
\$60,000	Capital Account	Fund the abatement and demolition of the former Council on Aging building at 180 Lakeview Ave, having recently sustained significant water damage due to a burst pipe.



\$248,355	FY23 Snow and Ice Account	Fund Snow and Ice Deficit
\$264,322	FY23 School Department Revenue	Fund Medicaid Reimbursement
\$200,000	Capital Asset Stabilization Fund	Reserve for future capital asset expenditures
\$100,000	Special Ed Stabilization Fund	Funding unanticipated or unbudgeted costs of special education, out-of-district tuition, or transportation
\$50,000	FINCOM Reserve Fund	To provide for extraordinary or unforeseen expenditures in FY24

**Motion:** To withdraw Article 9.

**Action:** Does carry.

#### **Article 10: Appropriation – Ambulance Enterprise Fund for Fiscal Year 2024**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Select Board to operate the Ambulance Enterprise for Fiscal Year 2024 as follows:

Salaries	\$ 511,081.00
<u>Fringe Benefits</u>	<u>\$ 47,741.44</u>
Subtotal	\$ 558,822.44
Expenses	\$ 81,600.00
<u>Indirect Costs to the General Fund</u>	<u>\$ 18,188.20</u>
Subtotal	\$ 99,788.20
 TOTAL	 \$ 658,610.64

with \$658,610.64 to be raised through Department Receipts, as follows:

<u>Estimated Department Receipts</u>	<u>\$ 700,000.00</u>
Estimated Surplus	<u>\$ 41,389.00</u>

and that \$47,741.44 and \$18,188.20 be included in appropriations from the General Fund for fringe benefits and indirect costs respectively, as shown above, and to be allocated to the Ambulance Enterprise for funding, or take any other action relative thereto.

**Motion:** To approve Article 10 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

#### **Article 11: Appropriation – Sewer Enterprise Fund for Fiscal Year 2024**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to be expended by the Sewer Commission to operate the Sewer Enterprise for Fiscal Year 2024 as follows:

That the following sums be appropriated:

Salaries & Stipends	\$ 244,644
Expenses	\$ 1,470,679
Capital Outlay	\$ 441,702
Debt & Interest Sewer Dept.	\$ 125,321
Debt & Interest from Betterments	\$ 895,518
Subtotal	\$ 3,177,864

Transfer Indirect Costs to General Fund	\$ 194,350
Total	\$ 3,372,214

From the following funding sources:

Department receipts	\$ 1,451,526
Betterment Fund	\$ 895,518
Retained Earnings	\$ 1,025,170
Total	\$ 3,372,214

or take any other action relative thereto.

**Motion:** To approve Article 11 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

### Article 12: Transfer of Funds from PEG Fund

To see if the Town will vote to transfer the sum of \$158,612 from the PEG Fund to the general fund for the following purposes, or take any other action relative thereto.

Amount	To
\$158,612	Support PEG Operating Budget for public, educational, and governmental television access

**Motion:** To approve Article 12 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

### Article 13: Appropriation – Community Preservation Committee Fund

To see if the Town will vote a sum of money to be appropriated or reserved from estimated annual revenues of the Community Preservation Fund for the Fiscal Year 2024, with each item to be considered a separate appropriation, for the payment of administrative expenses of the Community Preservation Committee, debt service, community preservation projects, and all other necessary and proper expenses, as follows:

Description	Amount	Fund Category
Lake Massapoag Weed Control	\$ 3,500	Open Space and Rec
Flint Pond Weed Control (1-time Sonar)	\$ 25,000	Open Space and Rec
Winslow Waterfall Grant Match	\$ 200,000	Open Space and Rec
Sherburne Rd Open Space and Recreation Amenities	\$800,000	Fund Balance
Winslow Waterfall Grant Match	\$ 50,000	FY24 Receipts
AARP Livable Communities Grant Match	\$ 25,000	FY24 Receipts
Lake Mascuppig Weed Treatment	\$ 7,000	FY24 Receipts
Administrative Expenses, 5% allowance	\$ 50,000	FY24 Receipts
Debt Service First Parish yr 3 of 10	\$244,875	FY24 Receipts



Debt Service Old Town Hall yr 6 of 10	\$ 75,774	FY24 Receipts
Debt Service Old Town Hall yr 6 of 10	\$118,926	Historic Preservation

Total CPC Appropriations above \$1,600,075

Deposits to Reserve Accounts:

Reserve for Historic Preservation	\$100,000
Reserve for Affordable Housing	\$100,000
Reserve for Open Space/Recreation	\$100,000

or take any other action relative thereto.

**Motion:** To approve Article 13 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

**Article 14: Authorize Greater Lowell Regional Vocational Technical School to establish a Stabilization Fund**

To see if the Town will vote to authorize the Greater Lowell Regional Vocational Technical School District to establish a Regional School District Stabilization Fund in accordance with G.L. c.71 s.16 G1/2, or take any other action relative thereto.

**Motion:** To approve Article 14 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

**Article 15: Special Act- Appointing the Town Clerk's position**

To see if the Town will vote to authorize the Select Board to file a petition within the General Court for special legislation, substantially as set forth below, authorizing the Town of Tyngsborough to appoint the Town Clerk's position; to authorize the General Court to make clerical and editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and to authorize the Select Board to approve amendments which shall be within the scope of the general public objectives of the aforesaid petition, or take any action relative thereto.

**An Act authorizing the Town of Tyngsborough to appoint a Town Clerk**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. As of the effective date of this act, the elected incumbent town clerk shall continue to serve in such elected position for the term for which she was elected. The town clerk shall, during this period, be subject to the call of the appointing authority for the position as set forth in the Tyngsborough Town Manager Special Act. Upon the expiration of such elected term, the elected office shall be abolished; provided, however, that the elected incumbent holding office as of the effective date

of this act shall become the first appointed clerk under this Act. If the elected incumbent removes from office prior to the expiration of the elected term, the elected position shall thereupon be abolished and such office filled in accordance with appointing procedures as set forth in the Tyngsborough Town Manager Special Act.

**Motion:** To approve Article 15 as printed in the Annual Town Meeting Guidebook.

Moderator called for a hand count. Counted 69 yes votes, 136 no votes.

**Action:** Does not carry.

### **Article 16: Authorization to sell surplus property**

To see if the Town will vote to authorize the Select Board to sell a parcel of land commonly referred to as 120 Westford Rd, having approximately 14.61 acres of land and shown on Assessors Map 22 Block 1 Lot 0, and also recorded in the Middlesex North Registry of Deeds, Book 02652 Page 0722, or any portion thereof, such land having been determined to be no longer needed for any municipal purposes, upon such terms and conditions as determined by the Select Board, but at a minimum must include the Town maintaining permanent rights in perpetuity to access, maintain, lease, and control the existing billboard located on the property, or take any other action relative thereto.

**Motion:** To approve Article 16 as printed in the Annual Town Meeting Guidebook.

Moderator called for a hand count. Counted 98 yes votes, 104 no votes.

**Action:** Does not carry.

### **Article 17: General Bylaw Amendment - Aerator Use Regulations**

To see if the Town will vote to exercise its power under G.L. c. 40, § 21 and the Home Rule Amendment, Article 89 of the Massachusetts Constitution, to amend the Town Bylaws to insert a new Article LII as follows, or take any action relative thereto;

#### **Article LII AERATORS**

##### **SECTION 1: PURPOSE**

The frozen surfaces of Tyngsborough's lakes and ponds are regularly utilized by snowmobiles, UTV/ATV operators, cross-country skiers, snowshoers, fishermen, and other nature enthusiasts, and are immediately adjacent to many of the homes and public spaces in Tyngsborough. The existence of aeration equipment which dissipates or impedes ice formation on the lakes and ponds present a threat to public safety, and the health and welfare for all persons using ice-covered lake surfaces in Tyngsborough. Accordingly, it is the purpose of the Town of Tyngsborough to adopt this bylaw concerning the removal of ice by use of aerators/circulation pumps on the town's lakes and ponds, which include the following: Flint Pond, Lake Althea, Lake Mascuppic, Long Pond and Lake Massapoag.

##### **SECTION 2: DEFINITIONS**

For the purposes of this Article, the following words and phrases have the following meanings:

**Aerator/aerator system (AAS):** Any device or equipment used which affects the water's surface by supplying or inducing air into water so as to prevent or inhibit the natural formation of ice on the water's surface.

**Bubble aerator:** An aerator/aerator system that principally or primarily operates by means of the generation of air bubbles to agitate surrounding water.

**Fan aerator:** An aerator/aerator system that principally or primarily operates by means of a fan that rotates to create movement of surrounding water.

**Cease and desist:** An order issued which requires that all aeration/circulating activity be stopped.

**Circulating pump:** A pump or other mechanized apparatus designed to pump and circulate water, or which functions by circulating water, the effect of which is to prevent or impede the normal formation of ice on the water's surface.



**Person:** Any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to Town Bylaws and regulations, administrative agency, public or quasi-public corporation or body, the Town of Tyngsborough, and any other legal entity, its legal representatives, agents, or assignees.

### **SECTION 3: AUTHORITY**

This bylaw is adopted by the Town of Tyngsborough under the powers conferred by General Laws Chapter 40, Section 21 and the powers conferred by Article 89 of the Massachusetts Constitution, the Home Rule Amendment, in the interest of the health, safety and welfare of its citizens and visitors to the Town of Tyngsborough. The terms and provisions of this bylaw shall be interpreted and applied as minimum standards and requirements for the promotion and protection of the public health, safety and welfare, and for the peace and preservation of natural resources and public and private property within the Town of Tyngsborough.

### **SECTION 4: ADMINISTRATION**

#### **ADMINISTERING AUTHORITY**

The Conservation Commission is designated as the Authority and shall administer, implement and enforce these regulations. Any powers granted to or duties imposed upon by the Commission may be delegated to town officials, employees, and agents of the Conservation Commission.

#### **WAIVERS**

The Conservation Commission may waive strict compliance with any requirement of the regulations promulgated hereunder, where the waiver:

- 1) Is allowed by federal, state and local statutes and/or regulations;
- 2) Is found by the Commission to be in the public interest, and;
- 3) Is found by the Commission to be consistent with the purpose and intent of the Tyngsborough Aerator Regulations.

Any applicant may submit a written request for a waiver, accompanied by supporting information explaining how the waiver will comply with the purpose of the bylaw. All waiver requests shall be acted on within 60 days by the Conservation Commission, which shall provide a written decision. If additional information is required, the Conservation Commission may extend the review period. If the applicant objects to an extension, or fails to provide requested information, the waiver request may be denied without prejudice to further application for waiver by the Conservation Commission.

#### **USES OF AERATORS**

Aerators and aerations systems may be used in the following manner within the Town of Tyngsborough:

1. The use of bubble aerators that bubble the water are permitted as long as they create minimal melting that is centralized to the dock area. Fan aerators, as well as any aerator that creates wide areas of melted ice are prohibited.
2. Any person who installs an AAS device must notify the Tyngsborough Conservation Commission, Fire Dept., and Police Department of the presence of the device on the property.

3. Aeration/aerator system devices shall be placed under dock allowing 6" to 1 ft. of open water from the edge of the dock. Aerators shall not encroach on any abutting property.
4. Any person operating an aerator or aerator system pump device must perform one of the following:
  - a. Erect and maintain a barricade around the area of open water created by the AAS pump consisting of uprights that are spaced at adequate intervals to maintain the barricade, and are connected by continuous rope, cord, or similar material at an elevation of at least 2.5 feet, and not more than 4.5 feet, above the surface of the water level and/or ice surface. The connecting rope, cord, or similar material shall have reflectorized fluorescent, or lighted ribbon, tape, or another type of reflectorized device attached to it, so as to be highly visible. This material or device shall be of sufficient strength to permit retrieval of the entire barricade following the melting of the ice. Any person erecting a barricade shall remove the barricade all parts of the barricade immediately after the ice has melted. Any instance of a barricade or its parts that are allowed to float free or sink shall constitute a violation of the ordinance.
  - b. Erect and maintain a visual warning sign that says "OPEN WATER" on the barricade structure. The letters must be at least 6 inches in height and are reflectorized.
  - c. The barricades and visual warning signs required by this section must be erected between November 15 and March 15 of each calendar year.
5. No persons may, by use of an AAS pump device interfere or alter ice in the riparian zone of other property owners' properties.
6. No person shall operate an AAS pump which results in the creation of open water more than 1 foot lakeward from the structure that the AAS pump is attached to. This prohibition will be terminated during the time period beginning April 1 st each year until the lake ice has melted in the spring.
7. No person shall attach an aerator or aerator system to anything other than a legal structure (dock, retaining wall, boardwalk, etc.).
8. No person shall operate an aerator or aerator system in a fashion that causes mixing action or disturbance to a lake, pond, or body of water's bottom.
9. No person shall operate an aerator or aerator system in a manner that limits the open water in the dock vicinity by orienting the aerator or bubbler to create an up-flow of water.
10. No person shall operate an aerator or aerator system in a manner that creates an unsafe condition.

#### BEST PRACTICES

The Town of Tyngsborough encourages, but does not require, the following practices:

1. Aerators and aerator systems of all types should be operated on a timer that runs only the duration necessary to keep the dock ice free.
2. Subject to the requirements of this bylaw, aerators and aerator systems should be installed in a manner that avoids impacting the ice on any neighboring property
3. Aerators and aerator systems of all types should be operated in a manner that seeks to avoid the creation of any unsafe ice conditions in recreational areas used by skaters, fishermen, snowmobilers, etc.

#### SECTION 5: VIOLATION AND PENALTIES



It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this bylaw. Any person or landowner who violates, or allows others to violate, these regulations may be subject to enforcement actions outlined below.

#### NOTICE OF VIOLATION

The Conservation Commission, or its authorized agent may issue a written notice of violation to enforce the provisions of the bylaw thereunder, which may include requirements to: cease and desist from operation of an AAS pump device that has created an unreasonable risk of exposure to injury for persons on the ice. The Conservation Commission shall have the authority to order cessation of operation of said equipment even if operated in accordance with the foregoing bylaw until such unreasonable risk of injury has ceased.

#### PENALTY

Violation of this bylaw may be enforced by The Conservation Director, the Police Department, and the Building Inspector of the Town of Tyngsborough under the Non-Criminal Disposition as provided for by General Laws Chapter 40, Section 21D. The penalty for the 1<sup>st</sup> violation shall be a verbal/written warning. The penalty for the 2<sup>nd</sup> violation shall be \$100. The penalty for the 3<sup>rd</sup> violation shall be \$300. The penalty for the 4<sup>th</sup> violation will result in the permanent removal of the aerator/circulating device.

#### CONTINUING VIOLATIONS

Each day or part thereof that such violation occurs or continues shall constitute a separate offense and may be fined as such.

#### **SECTION 6: APPEALS**

Any person aggrieved by a violation issued by the Conservation Director under this bylaw may appeal the violation to the Conservation Commission. Appeals shall be made by submitting to the Conservation Commission, within 30 days of the date of the violation, a letter explaining why the violation was not justified. Relevant documentation, including the violation being appealed and supporting documents, shall be attached to the letter. The decision of the Conservation Commission shall be final.

#### **SECTION 7: SEVERABILITY**

The invalidity of any section, provision, paragraph, sentence, or clause of these regulations shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.

**Motion:** To approve Article 17 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry unanimously.

#### **Article 18: Zoning Bylaw Amendments - Electronic Message Board Regulations**

To see if the Town will vote to amend Section 7.2 of the Town's Zoning Bylaw, entitled "Signs," in the following manner by adding the language in bold, or, if the amended and recodified Zoning Bylaw adopted at the October 25, 2022 Special Town Meeting is not hereafter approved by the Attorney General, to amend substantially the same provision(s) of the Zoning Bylaw previously and theretofore in existence, or take any other action relative thereto.

7.2.B. Exceptions: The following shall not be considered signs within the context of this bylaw:

7.2.B.2 Legal notices or informational devices erected or required by public agencies, **with the exception of Electronic Message Center signs as provided for in Section 7.2.S.**

#### 7.2.D Prohibitions

7.2.D.1. No sign shall be lighted, except by a steady, stationary light, shielded and directed solely at or internal to the sign, **with the exception of Electronic Message Center signs as provided for in Section 7.2.S.**

7.2.D.5. No animated, revolving, or flashing sign shall be permitted, **with the exception of Electronic Message Center signs as provided for in Section 7.2.S.**

Add a new Section 7.2.S follows:

**S. Electronic Message Center Signs (EMC). EMC signs are allowed under the following circumstances.**

1. **EMC signs shall be permitted for the following uses in all zoning districts:**
  - a) **Educational Uses**
  - b) **Municipal uses**
2. **EMC signs shall be a freestanding sign, not to exceed 32 square feet in size and 8 feet in height, and shall not be located closer than 10 feet to the street line of the property.**
3. **EMC signs shall not create any safety hazards based on the sign's location or position and its effect on traffic patterns, traffic lights, or public safety.**
4. **The following illumination standards shall apply to the EMC sign:**
  - a) **There shall be no safety hazards created based on the sign's illumination effect on traffic patterns, traffic lights, or public safety.**
  - b) **No sign shall exceed 7,500 nits (nit is the industry standard of luminosity measurement of one candela per square meter) and the sign shall be accompanied by a manufacturer's certificate to that effect.**
  - c) **Each sign shall have a photocell sensor that automatically adjusts brightness according to ambient light conditions and include settings to reduce the brightness to 10% or less of the maximum setting at night.**
  - d) **Each sign must include a factory override to adjust the nighttime brightness to less than 10% if necessary.**
  - e) **Each sign shall be equipped with a default design or message that will be displayed in the event that a malfunction occurs.**
5. **The messages be displayed for a period of at least 10 seconds.**



6. The messages displayed shall be static and the transition from one static display to another static display shall be instantaneous to the human eye without having any transition effects.

7. EMC signs shall not be lighted or operating between the hours of 10:00 pm and 6:00 am.

8. Signs shall meet the definition of EMC signs located under the "Sign" subsection of Section 11 DEFINITIONS.

In Section 11 DEFINITIONS, in the subsection "Sign", add the following language in Bold after the definition of *Commercial message*.

**Electronic Message Center Sign. Any sign that utilizes computer-generated messages, or some other electronic means of changing copy, that are displayed using light emitting diodes (LED), liquid crystal display (LCD), plasma, or other similar display technologies.**

**Motion:** To approve Article 18 as printed in the Annual Town Meeting Guidebook.

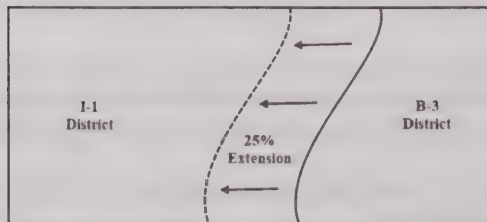
**Action:** Does carry unanimously.

#### **Article 19: Zoning Bylaw Amendments - Split Zone Lots**

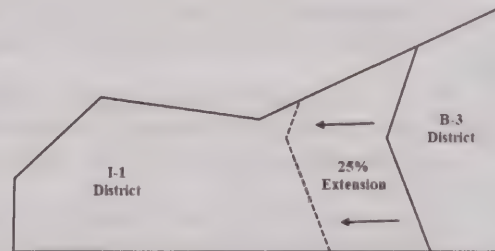
To see if the Town will vote to amend Section 3, "Districts," of the Town's Zoning Bylaw, by adding a new subsection shown below, or, if the amended and recodified Zoning Bylaw adopted at the October 25, 2022 Special Town Meeting is not hereafter approved by the Attorney General, to amend substantially the same provision(s) of the Zoning Bylaw previously and theretofore in existence, or take any other action relative thereto.

##### **3.4 Split Zoned Lots.**

Where a district boundary line divides any lot, existing at the time the boundary line is adopted, between the Business 3 zoning district and the Industrial 1 zoning district, and the lot frontage is located in the Business 3 district, the Use and Dimensional regulations of the Business 3 district may be extended, to a new, uniform and equidistant district boundary line from the existing district boundary line into not more than 25% of the lot area situated in the Industrial 1 District. See illustrated examples 1 and 2.



Example 1



Example 2

Such special permit shall require mandatory findings by the Planning Board in accordance with Section 2.7 F of this By-law, with respect to the boundary extension proposed; the extension of the Business 3 Use and Dimensional regulations into the Industrial 1 district may be expanded to not more than 50% of the lot area of the Industrial 1 district subject to approval of a special permit by the Planning Board.

**Motion:** To approve Article 19 as printed in the Annual Town Meeting Guidebook.  
**Action:** Does carry unanimously.

### **Article 20: Zoning Bylaw Amendments - Site Plan Review Process**

To see if the Town will vote to amend the Town's Zoning Bylaw by deleting Section 2.8 in its entirety and replacing it with the Section shown below entitled "Section 2.8 Site Plan Review," and further to amend Section 4.3 of the Town's Zoning Bylaw, entitled "Table of Uses," by adding the language in bold and deleting the language with a strikethrough, or, if the amended and recodified Zoning Bylaw adopted at the October 25, 2022 Special Town Meeting is not hereafter approved by the Attorney General, to amend substantially the same provision(s) of the Zoning Bylaw previously and theretofore in existence, or take any action relative thereto.

#### **2.8. Site Plan Review**

**A. Purpose.** The purposes of site plan review are to provide a comprehensive review procedure for construction projects that will have a significant impact on the Town, to minimize adverse impacts of development, and promote development that is harmonious with surrounding areas; in particular to assure appropriate stormwater management, safe access, safe and efficient vehicular and pedestrian movement, adequate parking and loading spaces, public convenience and safety, and adequate consideration of abutting land owners.

#### **B. Applicability.**

1. This Section 2.8 shall apply to any use designated as SPR in Section 4.3, Table of Uses.
2. In all instances where Site Plan Review is required, no work shall commence to alter a site, no change of use shall occur, and no building permit shall be issued to construct, alter, or relocate the exterior of a building until the Site Plan has been approved by the Planning Board.
3. In cases where a change of use is proposed and no physical changes will occur to the site or the exterior of a building, Site Plan Review may be waived if the Planning Board determines that the change will not conflict with the purpose of this Bylaw and finds that the proposed use will not result in the need for further review under this Section 2.8.
4. Site Plan Review shall not be required when the only proposed change to the site or the exterior of a building involves the installation of signs in compliance with Article 8 of this Bylaw.

#### **C. Submission Requirements and Procedures.**

1. A site plan application shall be filed with the Town Clerk with a copy to the Planning Board in accordance with the Planning Board's Site Plan Approval Rules and Regulations.
2. Within 7 days of receipt of the application for Site Plan Review, the Town Planner shall transmit copies of the application and accompanying plans to the appropriate Town boards, commissions, and departments (the "reviewing parties."). The reviewing parties shall have 35 days from the submission date to review and report in writing their recommendations to the Planning Board. The Planning Board shall not take final action on the Site Plan application until it has received reports from the reviewing parties or the 35-day period has elapsed.
3. The Planning Board shall conduct a public hearing within 45 days of the submission date. Notice, including notice to parties of interest, and public hearing shall be done in accordance with the procedures required for Special Permits in Section 7 and G.L. c. 40A.



4. The concurring vote of a simple majority of the members of the Board shall be required for any decision on a site plan application.
5. Within 30 days of the close of the public hearing, the Planning Board shall act on the Site Plan application and file its written decision with the Town Clerk in accordance with G.L. c. 40A. The applicant and Planning Board may agree to extend the time limits in this section, provided the agreement is in writing and filed with the Town Clerk.
6. The Planning Board's written decision shall consist of one of the following:
  - a. Approval of the site plan based on a determination that the proposed project meets all requirements of Section D below.
  - b. Denial of the site plan based on a determination that either: i) insufficient information was submitted with the application in order for the Planning Board to adequately review the proposal, or, ii) a determination that the project does not meet the requirements of this Section 2.8 and no reasonable conditions can accomplish the goal of having the application meet those requirements.
  - c. Approval of the site plan, subject to reasonable conditions, modifications, or restrictions necessary to ensure compliance with the requirements of this Section 2.8 and to minimize impacts on adjacent properties and streets. The conditions may include any of the following:
    - Controls on location and type of access to the site.
    - Requirements to reduce the traffic impact of the proposed development.
    - Requirements to minimize impacts on the capacities of infrastructure serving the site, including but not limited to, water, sewer, storm drains, and sidewalks.
    - Requirements to minimize any environmental degradation during construction.
    - What may constitute substantial construction based on the specifics of the proposed site plan.
    - Other conditions designed to ensure compliance with the criteria and guidelines of this Section 2.8.
7. The Planning Board shall sign the approved site plan. One signed copy, along with the written decision of the Planning Board, shall be transmitted to the Building Inspector prior to the issuance of a building or occupancy permit.
8. The applicant shall record the Site Plan Review decision with the Registry of Deeds or Land Court Registry prior to obtaining a building permit.
9. The applicant shall comply with all conditions imposed by the Planning Board on the approval prior to issuance of the certificate of occupancy, unless otherwise provided for in the approval.
10. To secure the performance of all proposed work, including landscaping and off-site improvements, the Board may require any of the following: a performance bond, deposit of money, bank passbook, or letter of credit in an amount determined by the Board to be sufficient to cover the cost of all or any part of improvements required.
11. Any site plan approval granted under this Section shall expire in two years if substantial construction has not commenced by then, unless the Planning Board votes to grant an extension for good cause.
12. If the public meeting is not convened or a decision is not rendered within the time allowed under this Section 2.8, unless the time has been extended by mutual agreement between the Planning Board and the applicant, the procedures for constructive approval under G.L. c. 40A, § 11 shall apply.

D. Site Plan Approval Criteria. The following criteria and guidelines shall be used by the Board in evaluating the site plan and all information submitted as part of the application.

1. Protection of public amenities and abutting properties through minimizing detrimental or offensive actions.
2. Effectiveness of proposed measures to protect adjoining premises against detrimental uses by the provision for surface water drainage, sound and sight buffers, and preservation of light and air.
3. Effectiveness of measures to minimize the removal of mature trees from the site.
4. Adequate provisions for pedestrian, bicycle, or vehicular safety, and safety of circulation design for people with disabilities, both within the site and egressing from it.
5. Protection of unique or important natural, historic, or scenic features.
6. Adequate capacity of proposed utilities and infrastructure within and adjacent to the site to serve the proposed use.
7. Adequacy of the proposed drainage system within and adjacent to the site to handle the increased runoff resulting from the development.
8. Provision of adequate landscaping, including the screening of adjacent residential uses, provision of street trees, landscaping within and adjacent to parking areas, and provision of adequate landscaping along the street frontage. Where natural, undisturbed vegetation already exists onsite prior to site preparation and clearing, the majority of that vegetation may be retained and included as part of the buffer, along with the addition of such new plantings, selective removals, and other management of site plantings as are determined to be necessary to maintaining an effective year- round visual screen.
9. Reasonableness and consistency of design features, building elevations, and design of buildings and amenities in relation to site features, unique characteristic, and neighborhood character, as applicable.
10. Adequate capacity is available on affected streets to accommodate the proposed project, based on a traffic study if one is required by the Planning Board. The Planning Board may require mitigation measures if a development is projected to cause a decrease in level of service (LOS) on affected streets.

E. Appeals. Any person aggrieved by the Planning Board's denial of a Site Plan application may appeal within 20 days of the date the decision was filed with the Town Clerk, in accordance with G.L. c. 40A, § 17.

F. Site Plan Modifications. Requests for modifications to an approved site plan shall be reviewed by the Planning Board as follows.

1. Minor Modifications. The following shall be reviewed by the Planning Board at a regular public meeting within 35 days of the date the Town Planner receives the applicant's request. A minor modification request shall not require a public hearing.
  - a. Any relocation or shifting of structures, parking areas, or utilities by less than 10 percent;
  - b. Any change in the gross floor area of structures equal to the lesser of 10 percent or 1,000 square feet;
  - c. Any change in parking areas by less than 10 percent; or
  - d. Any change of impervious area by less than 250 square feet.
2. Major Modifications. Any proposed change that does not qualify as a minor modification shall follow the submission requirements and procedures under Section C above.



Table of Permitted Uses

## CODES:

P = A Permitted Use

O = A Prohibited Use

SPB/PB = Special Permit-Planning Board

SS/SB = Special Permit - Board of Selectmen

SPR = Site Plan Review by Planning Board Pursuant to section 2.8

R = Denotes Site Plan Review (Also a Special Permit); for example SS-R denotes a Special Permit by the Board of Selectmen Plus a Site Plan Review Pursuant to Section 2.16-20

Principal Uses	Residential Districts			Business Districts				Industrial Districts
	R-1	R-2	R-3	B-1	B-2	B-3	B-4	I-1
<b>General Uses</b>								
Agricultural	P	P	P	P	P	P	P	?
Conservation	P	P	P	P	P	P	P	?
Earth Removal	O	O	O	O	O	O	O	SS/SB
Recreation	P	P	P	P	P	P	P	?
<b>Residential Uses</b>								
Single-family dwelling	P	P	P <sup>5</sup>	O	O	O	O	O
Two-family dwelling	O	O	P <sup>5</sup>	O	O	O	O	O
Main-family dwelling <sup>1</sup>	O	O	SPB-R/PB	O	O	O	O	O

Temporary Independent Living Quarters <sup>6</sup>	SPB/PB	SPB/PB	SPB/PB	SPB/PB	SPB/PB	SPB/PB	SPB/PB	SPB/PB
<b>Governmental, Institutional and Public Service Uses</b>								
Municipal	P	P	P	P	P	P	P	?
Educational <sup>10</sup>	P	P	P	P	P	P	P	O
Religious	P	P	P	P	P	P	P	?
Nursing Home	O	O	SPB-R/PB	P	P	P	O	O
Assisted Living	O	O	O	O	O	SPB-R/PB	O	O
Independent Living	O	O	O	O	O	O	O	O
Continuing Care Campus	O	O	O	O	O	SPB-R/PB	O	O
Public or Private Utility Facilities	SS/SB	SS/SB	SS/SB	SS/SB	SS/SB	SS/SB	SS/SB	?
Hospitals	O	O	O	SS/SB	SS/SB	SS/SB	SS/SB	O
Correctional Facilities	O	O	O	O	O	O	O	SS/SB
Cemeteries	P	P	P	O	O	O	O	?
Post Office	O	O	O	P	P	P	P	?
<b>Business Uses<sup>2</sup></b>								
Retail Store Less Than 5,000 G S F	O	O	SPB-R/PB	P	P	P	P	SPB-R-SPR
Retail Store More Than 5,000 G S F	O	O	O	O	O	P	P	SPB-R/PB
Professional Offices Less Than 15,000 G S F	O	O	SPB-PB	SPB-PB	SPB-PB	P	P	O
Professional Offices More Than 15,000 G S F	O	O	O	O	O	SPB-R-SPR	SPB-R-SPR	SPB-R-SPR
Financial Service	O	O	O	SPB-PB	SPB-PB	P	P	O

Restaurant	O	O	SPB-PB	SPB-R-SPR	SPB-R-SPR	P	P	SPB-R-SPR
Restaurant – Fast Food	O	O	O	O	O	P-SPR	P-SPR	SPB-R-SPR
Craft Brewery	O	O	O	O	SS-R-SB	P	P	P
Craft Brewery & Taproom	O	O	O	O	SS-R-SB	SS-R-SB	SS-R-SB	SS-R-SB
Craft Distillery	O	O	O	O	SS-R-SB	P	P	P
Hotel, Inn or Motel	O	O	SPB-PB	O	O	P	P	SPB-PB
Combined Business and Dwelling	O	O	SPB-PB	SPB-PB	P	O	O	O
Lodge or Club	O	SS-SB	SS-SB	O	P	P	P	P
Funeral Home	O	O	SS-SB	O	P	P	P	O
Veterinary Care	O	O	O	SS-PB	P	P	P	P-SPR
Commercial Kennel	O	O	O	O	O	SS-SB	SS-SB	SS-SB
Personal Services	O	O	O	SPB-PB	SPB-PB	P	P	SPB-PB
General Services	O	O	O	SPB-PB	SPB-PB	P	P	SPB-PB
Studio	O	O	O	SPB-PB	P	P	P	P
Building Trade Shop	O	O	O	O	SS-SPR	P-SPR	P	P
Lounge or Pub	O	O	O	O	SS-R-SB	SS-R-SB	SS-R-SB	O
Commercial Recreation	O	O	O	O	O	SS-R-SPR	SS-R-SPR	SS-R-SPR
Commercial and Trade School	O	O	O	O	SS-SPR	P-SPR	P	P
Amusement Facility Indoor	O	O	O	O	SS-R-SB	SS-R-SB	SS-R-SB	O
Amusement Facility Outdoor	O	O	O	O	O	SS-R-SB	SS-R-SB	SS-R-SB
Motor Vehicle Service Station	O	O	O	SS-R-SPR	SS-R-SPR	SS-R-SPR	SS-R-SPR	SS-R-SPR
Car Wash	O	O	O	O	O	SS-R-SPR	SS-R-SPR	SS-R-SPR
Motor Vehicle Repair or Body Shop	O	O	O	O	O	SS-R-SPR	SS-R-SPR	SS-R-SPR
Light Vehicle Sales	O	O	O	O	O	SS-PB	SS-PB	O
Vehicle Equipment Sales	O	O	O	O	O	SS-PB	SS-PB	O
Parking Facility	O	O	O	O	SS-R-SPR	SS-R-SPR	SS-R-SPR	SS-SPR
Commercial Breeding Facility	O	O	O	O	O	O	O	SS-SB
Commercial Broadcast Facility (Excluding Studio)	O	O	O	O	SS-SB	SS-SB	SS-SB	SS-SB
Airport – Fixed Wing Aircraft	O	O	O	O	O	O	O	SPB-R-PB
Helipad	O	O	O	O	O	SPB-PB	SPB-PB	SPB-R-PB
Rifle Range (Outdoor)	O	O	O	O	O	O	O	SS-PB
Zoo	O	O	O	O	O	SS-SB	SS-SB	SS-SB
Boarding Houses	O	O	SPB-PB	O	O	O	O	O
Daycare Facility	P	P	P	P	P	P	P	P
Marina	SPB-PB	SPB-PB	SPB-PB	SPB-PB	SPB-PB	SPB-PB	SPB-PB	SPB-PB
Self-Service Gas Station	O	O	O	SS-R-PB	SS-R-PB	SS-R-PB	SS-R-PB	SS-R-PB
Industrial Uses <sup>3</sup>								
Warehouse	O	O	O	O	O	O	SPB-R-PB	SPB-R-PB
Mini-Warehouse	O	O	O	O	O	O	SPB-R-PB	SPB-R-PB
Construction Yard	O	O	O	O	O	O	SPB-R-PB	SPB-R-PB
Lumber Yard	O	O	O	O	O	O	SPB-R-PB	SPB-R-PB
Heating Fuel Sales and Service	O	O	O	O	O	SPB-R-PB	SPB-R-PB	SPB-R-PB
Heavy Manufacturing	O	O	O	O	O	O	O	SPB-R-PB
Heavy Vehicle Sales	O	O	O	O	O	O	SPB-R-PB	SPB-R-PB
Heavy Vehicle Repair	O	O	O	O	O	O	SPB-R-PB	SPB-R-PB



Light Manufacturing	O	O	O	O	O	O	SPB-R-PB	P
Industrial Office R&D	O	O	O	O	O	O	SPB-R-PB	P
Waste Treatment	O	O	O	O	O	O	O	O
Waste Recovery	O	O	O	O	O	O	O	SS-R-SB
Waste Transfer Facility	O	O	O	O	O	O	O	O
Public Transit Vehicle Parking	O	O	O	O	O	O	O	P

## Other Uses

Storage	O	O	O	O	O	O	O	O
Truck Terminal	O	O	O	O	O	O	O	O
Slaughterhouse & Similar Processing	O	O	O	O	O	O	O	O
Solid Waste Disposal	O	O	O	O	O	O	O	O
Massage Parlors	O	O	O	O	O	O	O	O
Biological Research	O	O	O	O	O	O	O	SS-R-SB

Adult Entertainment	O	O	O	O	O	O	SS-R-SB	O
Fairs, Carnivals, Etc. 4	O	O	O	O	SS-R-SB	SS-R-SB	SS-R-SB	SS-R-SB
Telecommunication Towers 7	O	O	O	O	O	O	O	O
Outdoor Sales of Holiday Trees, Etc. 8	O	O	O	SS-SB	SS-SB	SS-SB	SS-SB	SS-SB
Farmer's Markets, Farm Stands, Etc. 9	O	O	O	SS-SB	SS-SB	SS-SB	SS-SB	SS-SB

## Solar Energy Systems

Ground-mounted Solar Energy Systems								
large-scale	SPB-R SPR	SPB-R SPR	SPB-R SPR	SS-PB	SS-PB	SS-PB	SS-PB	P
medium-scale	SPB-R SPR	SPB-R SPR	SPB-R SPR	P	P	P	P	P
small-scale	SPB-R SPR	SPB-R SPR	SPB-R SPR	P	P	P	P	P
Accessory Uses								
Ground-mounted Solar Energy Systems								
large-scale	SPB-R SPR	SPB-R SPR	SPB-R SPR	SS-PB	SS-PB	SS-PB	SS-PB	P
medium-scale	SPB-R SPR	SPB-R SPR	SPB-R SPR	P	P	P	P	P
small-scale	P	P	P	P	P	P	P	P
Roof-mounted Solar Energy Systems								
large-scale	P	P	P	P	P	P	P	P
medium-scale	P	P	P	P	P	P	P	P
small-scale	P	P	P	P	P	P	P	P

## FOOTNOTES:

- 1 See Section 9.4 Special Permits – Multi-family Development
- 2 See Section 8.1 Special Permits – Major Business Development (for uses exceeding 5,000 G.S.F.)
- 3 See Section 8.2 Special Permits – Major Industrial Uses (for uses exceeding 15,000 G.S.F.)
- 4 See Section 8.4 Special Permits – Fairs, Carnivals and Other Similar Events
- 5 Single-Family Home: in the R-3 District shall require 44,000 square feet of area and 200 feet frontage, and duplexes in the R-3 District shall require 88,000 square feet of area and 400 feet frontage.
- 6 See Section 9.3 Special Permits – Temporary Independent Living Quarters
- 7 See Section 10.4 Special Permits – Telecommunication Towers
- 8 See Section 8.3 Special Permits – Outdoor Sale of Holiday Trees, Wreaths, or Similar Products
- 9 See Section 8.3 Special Permits – Farmer's markets, Farm Stands, etc.
- 10 See Section 10 – Education

**Motion:** To approve Article 20 as printed in the Annual Town Meeting Guidebook.  
**Action:** Does carry unanimously.

**Article 21: Zoning Bylaw Amendments - Floodplain and Floodway Districts**

To see if the Town will vote to amend Section 10.3 of the Town's Zoning Bylaw, entitled "Flood Plain and Floodway Districts," by changing the word "Flood Plain" to "Floodplain" throughout Section 10.3 and further deleting the language with a strikethrough and adding the language in bold, or, if the amended and recodified Zoning Bylaw adopted at the October 25, 2022 Special Town Meeting is not hereafter approved by the Attorney General, to amend substantially the same provision(s) of the Zoning Bylaw previously and theretofore in existence, or take any action relative thereto;

**10.3 Floodplain and Floodway Districts**

- A. The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within ~~the Town of Tyngsborough~~ designated as Zone A, AE, **AH, AO, or A99** on the Middlesex County Flood Insurance Rate Map (FIRM) **dated July 6, 2016** issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the ~~100-year~~ **1%-chance** base flood elevations shown on the ~~Middlesex County~~ FIRM **further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 6, 2016**. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Commissioner, Town Engineer, and the Conservation Commission Director.
- B. Purpose The purpose of the Floodplain and Floodway Districts is to:
1. Ensure public safety through reducing the threats to life and personal injury
  2. Eliminate new hazards to emergency response officials
  3. Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
  4. Avoid the loss of utility services which, if damaged by flooding, would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding
  5. Eliminate costs associated with the response and cleanup of flooding conditions
  6. Reduce damage to public and private property resulting from flooding waters
  7. To maintain the flood storage capacity and flow pattern of the floodplain for the base flood and to provide long-term control over the extent of land subject to inundation by the base flood.
- C. Abrogation and Greater Restriction. The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances, or codes.
- D. Disclaimer of Liability. The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.



- E. Designation of Community Floodplain Administrator. The Town hereby designates the position of Town ~~Manager Administrator~~ to be the official floodplain administrator for the Town. This role may designate other staff/roles for specific requirements of the bylaw or tasks associated with enforcement.
- F. Requirement to Submit New Technical Data. If the Town acquires data (e.g., LOMR, LOMA) that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:

FEMA Region I Risk Analysis Branch Chief  
99 High St., 6th floor  
Boston, MA 02110

And copy of notification to:  
Massachusetts NFIP State Coordinator  
MA Dept. of Conservation & Recreation  
251 Causeway Street  
Boston, MA 02114

- G. Floodplain District Variances. For purposes of this Section 10.3, variance means a grant of relief by a community from the terms of a floodplain management regulation. [US Code of Federal Regulations, Title 44, Part 59]. It is not the same as a variance issued by the Board of Appeals under G.L. c. 40A, § 10 and Section 2.5 of this Bylaw.

#### 1. Variances to Building Code

##### Floodplain Standards

- a) The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance and will maintain this record in the community's files.
  - b) The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) construction below the base flood level increases risks to life and property.
  - c) Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.
- 1.2 Variances to Local Zoning Bylaws Related to Community Compliance with the National Flood Insurance Program (NFIP). A variance from these floodplain bylaws must meet the requirements set out by State law and may only be granted if:
- A. Good and sufficient cause and exceptional non-financial hardship exist;
  - B. The variance will not result in additional threats to public safety, extraordinary public

expense, or fraud or victimization of the public; and

C. The variance is the minimum action necessary to afford relief.

## SECTION 2. Methods for Determining Flood Plain District and Floodway Boundaries

**In the event an applicant has a field survey that does not agree with the Middlesex County FIRM, the applicant must apply to FEMA requesting that the Middlesex County FIRM be amended.** The exact zoning district boundaries of the Floodplain District shall be the location on the ground, as determined by an actual field survey of the base flood elevations(s) and limits of the floodway. ~~In the event the field survey does not agree with the Middlesex County FIRM, the applicant must apply to FEMA requesting that the Middlesex County FIRM be amended.~~

## SECTION 3. FEMA Maps

The exact boundaries of the District shall be defined by the 1 percent -chance base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission, and Engineering Department. Additional information can be found at [FEMA.gov/flood-insurance](http://FEMA.gov/flood-insurance) and [FEMA.gov/flood-maps](http://FEMA.gov/flood-maps).

## SECTION 4. The Base Flood Elevations

In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways. For purposes of this Section 10.3, new construction means the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]

SECTION 5. The Floodway Boundaries shall be as determined and shown on the Middlesex County FIRM as described in detail in Subsection A above, dated June 4, 2010.

SECTION 6. Floodplain Regulations. The Floodplain District shall be considered as overlying other Districts. Any uses permitted in the portions of the District so overlaid shall be permitted subject to all the provisions of Subsections N and P below.

SECTION 7. Prohibited Uses. In the Floodplain District, no new building shall be erected or constructed, and no existing structure shall be altered, enlarged, or moved; no dumping, filling, or earth transfer or relocation shall be permitted; nor any land, building, or structure used for any purposes except as stated in Subsection N below or as allowed by Special Permit in Subsection P below.

SECTION 8. Allowed Uses. The following uses shall be allowed within the Floodplain District:



- 8.1 Conservation of water, plants, and wildlife.
- 8.2 Outdoor recreation, including play areas, nature study, boating, fishing, and hunting, where otherwise legally permitted, but excluding buildings and structures.
- 8.3 Non-commercial signs (as permitted in the residential districts), wildlife management areas, foot, bicycle, and/or horse paths, and bridges, provided that these uses do not affect the natural flow pattern on watercourse.
- 8.4 Grazing and farming, including truck gardening and harvesting of crops.
- 8.5 Forestry and nurseries.
- 8.6 Construction, maintenance, and repair of municipal and private water supply structures.
- 8.7 Maintenance and repair of existing structures and improvement of existing structures provided that any improvement is either within the existing structure or above the base flood elevation **and in accordance with the state building code.**
- 8.8 Any use permitted in the underlying district in which the land is located, subject to the same use and development restrictions as may otherwise apply, provided that, based upon properly documented engineering data, the land is found by the Building Inspector not to be subject to flooding during the base flood.
- 8.9 Maintenance and repair of existing structures and improvement of existing structures in any street or associated easement which is maintained or operated by the Town or the Tyngsborough Water District **and in accordance with the state building code.**

SECTION 9. Floodway Regulations. ~~The Floodway shall be considered as overlying other districts and a separate part of the Floodplain and Floodway District.~~

- 9.1 Prohibited Uses within the Floodway. **In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM** aAll encroachments, including fill, new construction, substantial improvements to existing structures, and other development are prohibited unless allowed pursuant to Paragraph 3 below.
- 9.2 Floodway Data. In Zones A and AE along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways that would result in any increase in flood levels within the Town during the occurrence of the base flood discharge.
- 9.3 Allowed Uses within the Limits of the Floodway. The following uses are permitted within the limits of the floodway **if it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge and they are performed in accordance with the state building code:**
  - A. Maintenance and repair of existing structures and improvement of existing structures provided that any improvement is either within the existing structure or above the base flood elevation.

- B. Maintenance and repair of existing structures and improvement of existing structures in any street or associated easement which is maintained or operated by the Town or the Tyngsborough Water District.

**SECTION 10. Permits are Required for all Proposed Development in the Floodplain Overlay District**

The Town requires a permit for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.

**SECTION 11. Uses Allowed by Special Permit in the Floodplain District (Excluding the Floodway).** The following uses may be allowed within the Floodplain, not to include the Floodway, upon the issuance of a Special Permit from the Planning Board. Any use permitted in the underlying district in which the land is located, including grading, filling, or excavating, subject to the same use and development regulations as may otherwise apply thereto provided the Planning Board finds that:

- 11.1 The proposed use does not significantly conflict with the purposes of this section.
- 11.2 At least 98 percent of the natural flood storage volume of the floodplain on the site is preserved without the use of compensatory storage techniques, and disturbance of the natural characteristics of the floodplain on the site is kept to a minimum.
- 11.3 The elevation of the lowest floor level, including basement of any new or substantially improved residential structure, is at or above the base flood.
- 11.4 The elevation of the lowest floor, including basement of any new or substantially improved non-residential structure, is at or above the base flood or flood proofed to above the base flood.
- 11.5 The elevation of the lowest point of any new vehicular or pedestrian access from a street to any building, including garages, used for human occupancy is at or above the base flood.
- 11.6 Any new construction or substantial improvements are constructed with flood-resistant materials and methods and anchored to prevent flotation and lateral movement.
- 11.7 Any new or reconstructed utilities, such as water or sewer mains, drainage systems, fuel storage facilities, gas, electric, or other utilities, are anchored to prevent flotation and designed to avoid impairment during the base flood.

**SECTION 12. Procedures for Applying for a Special Permit Pursuant to Subsection Q above.** Any person who desires to erect any structure or excavate, fill, grade, or otherwise develop land in accordance with Subsection P above shall submit a written application to the Planning Board. Tyngsborough's permit review process includes the use of a checklist of all local, state, and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits and must submit the completed checklist demonstrating that all necessary permits have been acquired. Each application shall be accompanied by the following:



- 12.1 A written statement indicating any special permits previously granted under this section for the subject lot, for any portion of the subject lot or for any larger lot which formerly included the subject lot.
- 12.2 Proposed site plan prepared and stamped by a Registered Professional Engineer for the entire area to be developed showing existing and proposed buildings, structures, signs, parking spaces, driveway openings, and driveways; the Floodplain District; existing and proposed topography at one-foot intervals within the Floodplain District and two-foot intervals outside the District; the floodway boundary; all facilities for surface and subsurface water, drainage and sewage disposal, electric, telephone, and other utilities; and all existing and proposed landscape features.
- 12.3 Detailed calculations and supporting materials prepared by a Registered Professional Engineer showing the existing and proposed flood storage volume of the site between the elevation(s) of the property as it existed on September 2, 1982, and the elevation(s) of the base flood according to the Flood Insurance Rate Map. In unnumbered A-Zones the supporting materials shall include the methods and all data used in determining the elevation of the base flood.
- 12.4 Where flood-proofing is used, certification by a Registered Professional Civil Engineer or a Registered Professional Architect that the new construction is adequate to withstand the forces associated with the base flood and that the methods used are adequate to withstand flood depths, pressures and velocities, impact and uplift forces and other factors associated with the base flood.
- 12.5 When proposing subdivisions or other developments greater than 50 lots or five acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

#### SECTION 13. Watercourse Alterations or Relocations in Riverine Areas

~~In a riverine situation, the Conservation Director shall notify the following of any alteration or relocation of a watercourse:~~

- 13.1 Adjacent Communities, especially upstream and downstream
- 13.2 Bordering States, if affected
- 13.3 NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation  
251 Causeway Street, 8th floor  
Boston, MA 02114
- 13.4 NFIP Program Specialist  
  
Federal Emergency Management Agency, Region I  
99 High Street, 6th Floor  
Boston, MA 02110

#### SECTION 14. AO and AH Zones Drainage Requirements

Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

## SECTION 15. Recreational Vehicles

In A1-30, AH, AE Zones, ~~V1-30, VE, and V Zones~~, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

SECTION 16. Protection of Sand Dunes. Alteration of sand dunes is prohibited when the alteration would increase potential flood damage.

SECTION 17. Other Conditions. The Planning Board shall impose any conditions and safeguards as public safety, welfare, and convenience may require. Upon completion of any authorized work an "as-built" plan, prepared by a Registered Professional Engineer or a Registered Land Surveyor, as appropriate to the data, of all improvements in the Floodplain District shall be submitted to the Building Inspector and the Planning Board and shall specify the elevation of the lowest floor including basement, the elevation to and method by which any structure has been flood-proofed and the finished grades of all disturbed areas.

SECTION 18. For purposes of this section, "violation" shall mean the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

SECTION 19. All subdivision proposals and development proposals in the floodplain overlay district shall be reviewed to assure that:

**(a) Such proposals minimize flood damage.**

**(b) Public utilities and facilities are located & constructed so as to minimize flood damage.**

**(c) Adequate drainage is provided.**

**Motion:** To approve Article 21 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry unanimously.

### **Article 22: Amend income limit for Senior Property Tax Deferral, MGL Ch 59 Sec 5 Clause 41A**

To see if the town will vote to increase the gross income criteria to be eligible to defer property taxes under G.L. c.59 sec. 5, Clause 41A from \$40,000 to 100% of the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the "circuit breaker" state income tax credit for the preceding state tax year, (\$64,000 for 2022), said new income limit to become effective for real estate tax deferrals granted for taxes assessed for the fiscal year beginning on July 1, 2023 (Fiscal Year 2024), or take any action relative thereto.

**Motion:** To approve Article 22 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry unanimously.



**Article 23: Approve Prior Year Bills**

To see if the Town will vote to approve payment on the following bills which were incurred during a previous fiscal year (FY22):

Vendor	Invoice	Amount	Account	Department
WB Mason	225145941	\$12.40	01241200 54210	Building
Industrial Protection Services, LLC	173828-00	207.00	01220200-524030	Fire

**Motion:** To approve Article 23 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry unanimously.

**Article 24: Winslow School Preservation Project**

To see if the Town will vote a sum of money not to exceed \$1,500,000 to be appropriated or reserved from estimated annual revenues or existing undesignated funds of the Community Preservation Fund for the Fiscal Year 2024, for the following community preservation project:

- Relocate original Winslow School onto a new foundation, remove the additions, lower the existing hill by approximately four feet, including the payment of all costs incidental and related thereto.

or take any other action relative thereto.

This project preserves some of the historical integrity of the school and allows the option to add open space/recreation amenities to the site in the future. When additional funding is available in the future, the original school has potential to be renovated or added onto and used for municipal uses.

**Motion:** To withdraw Article 24.

**Action:** Does not carry.

**Motion:** To approve Article 24 as printed in the Annual Town Meeting Guidebook.

**Action:** Does carry.

**Article 25: Winslow School Demolition**

To see if the Town will vote to transfer from free cash \$250,000 for the abatement and demolition of the former Winslow School, and lowering the hill approximately four feet, including the payment of all costs incidental and related thereto, or take any other action relative thereto.

**Motion:** To withdraw Article 25.

**Action:** Does carry.

**Motion:** To adjourn the meeting.

**Action:** Meeting adjourned at 9:49 PM.

Attest: a true copy.

Joanne Shifres

Town Clerk

**TOWN ELECTION  
MAY 16, 2023**

**OFFICIAL  
RESULTS**

<b>Registered Voters</b>	2,517	2,345	2,346	2,584	<b>9,792</b>
<b>Precinct voters</b>	66	64	115	128	<b>373</b>
<b>Precinct voting %</b>	2.62%	2.73%	4.90%	4.95%	<b>3.81%</b>
<b>Offices &amp; Candidates</b>	<b>Prec. 1</b>	<b>Prec. 2</b>	<b>Prec. 3</b>	<b>Prec. 4</b>	<b>Total</b>
<b>Board of Selectmen (vote for two)</b>					
Blanks	38	38	41	54	171
Ronald J. Keohane	43	41	93	95	272
Ronald L. Schneider	51	49	96	107	303
Write-Ins					0
<b>Total</b>	<b>132</b>	<b>128</b>	<b>230</b>	<b>256</b>	<b>746</b>
<b>Board of Assessor</b>					
Blanks	14	14	16	21	65
Ann Marie G. Conant	52	50	99	107	308
Write-Ins					0
<b>Total</b>	<b>66</b>	<b>64</b>	<b>115</b>	<b>128</b>	<b>373</b>
<b>Board of Health (vote for two)</b>					
Blanks	21	21	33	42	117
Sheila M. Perrault	43	41	75	95	254
Ekow Ambaah	35	34	57	65	191
Dianne C. Larose	33	32	65	54	184
Write-Ins					0
<b>Total</b>	<b>132</b>	<b>128</b>	<b>230</b>	<b>256</b>	<b>746</b>
<b>Cemetery Commissioner (three years)</b>					
Blanks	18	18	16	18	70
Doug Latulippe	48	46	99	110	303
Write-Ins					0
<b>Total</b>	<b>66</b>	<b>64</b>	<b>115</b>	<b>128</b>	<b>373</b>
<b>Cemetery Commissioner (one year)</b>					
Blanks	11	11	17	20	59
Edwin R. Derby	55	53	98	108	314
Write-Ins					0
<b>Total</b>	<b>66</b>	<b>64</b>	<b>115</b>	<b>128</b>	<b>373</b>
<b>Finance Committee</b>					
Blanks	16	16	22	26	80
Scott Pozerski	50	48	93	102	293
Write-Ins					0
<b>Total</b>	<b>66</b>	<b>64</b>	<b>115</b>	<b>128</b>	<b>373</b>
<b>Library Trustee (vote for two)</b>					
Blanks	40	40	41	47	168
Ann Marie G. Conant	48	46	96	105	295
Joseph F. Del Gaudio	44	42	93	104	283
Write-Ins					0
<b>Total</b>	<b>132</b>	<b>128</b>	<b>230</b>	<b>256</b>	<b>746</b>
<b>Planning Board (vote for one)</b>					
Blanks	15	15	18	22	70
Kimberly D. O'Brien	51	49	97	106	303
Write-Ins					0
<b>Total</b>	<b>66</b>	<b>64</b>	<b>115</b>	<b>128</b>	<b>373</b>



**TOWN ELECTION  
MAY 16, 2023**

**OFFICIAL  
RESULTS**

<b>Moderator</b>					
Blanks	17	17	20	24	78
Robert L. Kydd, Jr.	49	47	95	104	295
Write-Ins					0
<b>Total</b>	66	64	115	128	373
<b>School Committee (vote for two)</b>					
Blanks	33	35	40	56	164
Ryan P. McMahon	48	46	91	97	282
Jeffrey Bowe	51	47	99	103	300
Write-ins					0
<b>Total</b>	132	128	230	256	746
<b>Sewer Commissioner</b>					
Blanks	12	12	27	22	73
Frederick H. Perrault	54	52	88	106	300
Write-ins					0
<b>Total</b>	66	64	115	128	373
<b>Tree Warden</b>					
Blanks	14	14	18	15	61
Douglas P. Latulippe	52	50	97	113	312
Write-ins					0
<b>Total</b>	66	64	115	128	373

## SPECIAL TOWN MEETING MINUTES October 24, 2023

**Place:** Tyngsborough Elementary School  
**Moderator:** William F. Gramer

**Time:** 7:10 PM  
**Voters:** 343

In the absence of the elected Town Moderator, nomination and appointment of a temporary Town Moderator took place. Mr. Gramer was nominated and appointed. Mr. Gramer was then sworn in by the Town Clerk.

Meeting opened with a moment of silence for Augustus Skamarycz who is in poor health and missed his first Town Meeting. The Pledge of Allegiance followed.

**Motion:** To allow the following non-residents to speak: Colin Loiselle, Town Manager, Katharine Foster, Assistant Town Manager, Attorney Adam Costa, Town Counsel, Richard Howe, Police Chief, Bonnie Murray, Assistant Communications Supervisor, David Andrus, Town Accountant, Eric Salerno, Town Planner & Economic Development Director, Rony Camile, Media Director, Mike Woodlock, Assistant School Superintendent, Chris Pollet, Middle School Principal, Domenic Sementelli, Director of Facilities & Grounds, David Saindon, Leftfield, Doug Roberts, JCJ Architecture, Rob Day, Fontaine Brothers, Chad L'Ecuyer, Fontaine Brothers, and David Fontaine, Jr., Fontaine Brothers.

**Action:** Does pass unanimously.

### **Article 1: Citizen Petition: Limitation to Real Estate Tax Increase**

To see if the Town will vote to require ANY warrant article that will require or impose an increase to real estate taxes, must be voted by ballot during a Town General Election and NOT during an Annual or Special Town Meeting vote unless a quorum exists with a minimum of 25% of Tyngsborough registered voters.

**Motion:** To amend the 25% to 20%

**Action:** Does not carry.

### **Article 2: Citizen Petition: Limitation on Project Approval**

To see if the Town will vote to require ANY project in excess of One Million Dollars must be approved by ballot during a Town General Election and NOT during an Annual or Special Town Meeting unless a quorum exists with a minimum of 25% of Tyngsborough registered voters.

**Motion:** To amend the 25% to 20%.

**Action:** Does not carry.

### **Article 3: Citizen Petition: Maintaining Local Emergency Dispatch**

To see if the Town will vote to maintain Tyngsborough's Emergency Dispatch local within Tyngsborough and NOT move to Tewksbury's Regional Center.

**Motion:** To accept as printed. Hand count required. Yes 98, no 203.

**Action:** Does not carry.



#### Article 4: Transfer of funds from Free Cash

To see if the Town will vote to transfer the following amounts from free cash to the following account(s) and/or for the following purpose(s):

Amount	To	For the following purpose:
\$52,500	Other Post-Employment Benefits (OPEB) Trust Fund	Meet long-term OPEB Funding Plan commitment
\$200,000	Capital Account	Fund the 2024 Roads Program as outlined in the FY2024 Capital Asset Management Committee report.
\$60,000	Public Buildings General Fund Account - FY24	Fund the abatement and demolition of the former Council on Aging building at 180 Lakeview Ave, having recently sustained significant water damage due to a burst pipe.
\$455,018	FY24 School Department Revenue	Fund Medicaid Reimbursements for FY22 and FY23
\$200,000	Capital Asset Stabilization Fund	Reserve for future capital asset expenditures
\$100,000	Special Ed Stabilization Fund	Funding unanticipated or unbudgeted costs of special education, out-of-district tuition, or transportation
\$50,000	FINCOM Reserve Fund	To provide for extraordinary or unforeseen expenditures in FY24

**Motion:** To withdraw.

**Action:** Carries.

#### Article 5: Sewer Enterprise Fund Retained Earnings Transfer

To see if the Town will vote to transfer the sum of \$1,025,170 from the Sewer Enterprise Fund Retained Earnings to the Sewer Enterprise Fund for FY24, to be expended by the Sewer Commission, as shown on Article 11 of the May 2, 2023 Annual Town Meeting, or take any other action relative thereto.

**Motion:** To withdraw.

**Action:** Carries.

#### Article 6: Appropriation – Community Preservation Committee Fund

To see if the Town will vote to appropriate or reserve from estimated annual revenues of the Community Preservation Fund for FY2024 the sum of \$250,000 to fund the Winslow Road Footbridge Project; or take any other action relative thereto.

**Motion:** To approve as printed.

**Action:** Carries.

## **Article 7: Town General Bylaw Updates: Appointments**

To see if the Town will vote to amend the Town's General Bylaws, Article II, entitled "Finance Committee," by adding the language in bold and striking the language with a strikethrough, as shown below, or take any other action relative thereto.

### Article II Finance Committee

SECTION 1. There shall be a Finance Committee consisting of five (5) citizens of the town, other than town officers, appointed or elected. ~~The moderator shall implement this amendment by not filling vacancies until such time as there is a five (5) person committee,~~ **Any members of said committee who shall be appointed or elected to ~~town the office of~~ Select Board, School Committee, or Board of Library Trustees or a committee or board other than the capital asset management committee** shall forthwith upon qualifying for such office, and any member who shall remove from the town shall upon such removal, cease to be a member of ~~said the Finance Committee~~. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members present and voting. Said committee shall serve without salary.

SECTION 2. The Finance Committee may employ, subject to an appropriation therefor, an executive secretary.

SECTION 3. In the event of any vacancy in its membership, the Finance Committee shall notify the moderator in writing and the moderator shall thereupon fill such vacancy.

SECTION 4. The Finance Committee shall consider all matters of business included within the articles of any warrant for a Town Meeting, and shall, after due consideration report thereon in print its recommendation as to each article. The Finance Committee shall distribute its report to each of the town meeting members at least seven (7) days in advance of a Town Meeting. The recommendations shall be those of a majority of the entire committee, but this shall not be construed to prevent recommendations by a minority as such. The report shall state the total amount of the appropriations recommended by them on the entire warrant and the approximate tax rate based on such a statement of the doings of the committee during the year, with such recommendations or suggestions as it may deem advisable on any matter on referenda and other matters on any ballot other than the choices of individuals for offices.

**Motion:** To approve as printed.

**Action:** Hand count required. Does carry, 166 yes, 116 no.

## **Article 8: Town General Bylaw Addition: Sealer of Weights & Measures Fees**

To see if the Town will vote to amend the Town's General Bylaws by adding the following new Article LIII, entitled "Sealer of Weights and Measures Fees," or take any other action relative thereto.

### Article LIII Sealer of Weights and Measures Fees

The Sealer of Weights and Measures shall be responsible for testing the accuracy of all weights and measures used in commercial operations. Pursuant to G.L. c. 98, § 56, the Town shall impose upon the owner of any establishment wherein devices subject to the provisions of Chapter 98 of the General Laws are used, the following fees for the sealing and inspecting of weighing or measuring devices:



**SCALES**

Capacity over 10,000 lbs.	\$225
Capacity 5,000 – 10,000 lbs.	\$125
Capacity 1,000 – 4,999 lbs.	\$100
Capacity 100 – 999 lbs.	\$75
Capacity 10 – 99 lbs.	\$50
Capacity less than 10 lbs.	\$35

**LIQUID CAPACITY MEASURING**

Avoirdupois	\$10
Gas pumps	\$40
Oil trucks/per tank	\$50

**AUTOMATED ELECTRIC REGISTERS And CHECKOUT SYSTEMS**

3 or less	\$100
4 to 11	\$200
More than 11	\$300

**ADDITIONAL FEES**

Minimum fee	\$35
Re-inspection fee equal to fee of initial test	

**Motion:** To approve as printed.

**Action:** Carries unanimously.

**Article 9: Approve Prior Year Bills**

To see if the Town will vote to approve payment on the following bills which were incurred during a previous fiscal year (FY23):

Vendor	Invoice	Amount	Account	Department
WB Mason	232351904	\$32.89	01122200 542010	Select Board Office Supplies
WB Mason	238292364	\$14.88	01175200 542010	Planning Board Office Supplies
TPX Communications	173828-00	\$1,989.30	01192200 534020	Pub Buildings Telephone
Sherburne Lumber	120600	\$154.27	01192200 524015	Pub Buildings Grnds Maint
Arden Engineering	67027	\$277.50	01424200 521010	Street Electricity

or take any other action relative thereto.

**Motion:** To approve as printed.

**Action:** Carries unanimously.

**Article 10:** Increase Middle School Funding Authorization

To see if the Town will vote to increase the funding authorization previously voted under Article 28 of the May 3, 2022 Annual Town Meeting warrant, by appropriating, borrowing or transferring from available funds an additional amount of money to be expended under the direction of the Tyngsborough Middle School Building Committee for the design and construction of a new middle school with an approximate square footage of 112,784 square feet located at 50 Norris Road in Tyngsborough, Massachusetts inclusive of abatement and demolition of the existing middle school structures on said property; new parking lot, new softball field, and all other costs incidental and related thereto, which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) 58.61 percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; or take any other action relative thereto.

**Motion:** That the Town increase the funding authorization previously approved in Article 28 of the May 3, 2022 Annual Town Meeting by an additional **four million, six hundred and twenty six thousand dollars (\$4,626,000)** to bring the total authorization from **\$82,530,000 to \$87,156,000** for the purpose of paying costs of the design, construction, equipping and furnishing of a new middle school with an approximate area of 112,784 square feet, located at 50 Norris Road in Tyngsborough, Massachusetts, inclusive of abatement and demolition of the existing middle school structures on said property, new parking lot, new softball field and associated site preparation, and any and all other costs incidental or related thereto, which school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Tyngsborough Middle School Building Committee. To meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; provided further that any grant that Town may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-eight and sixty-one hundredths percent (58.61%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; and further that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the



costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with M.G.L. Chapter 44, Section 20, thereby reducing the amount to be borrowed to pay such cost by a like amount.

**Action:** Does carry by 2/3<sup>rd</sup>.

**Motion:** To adjourn.

**Action:** Meeting adjourned at 9:06 pm.

A true copy. Attest.

Joanne Shifres

Town Clerk





